



CITY OF OREGON CITY ARTS COMMISSION AGENDA

City Hall Mt. Hood Room, 625 Center St., Oregon City, OR 97045

Monday, June 23, 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@orccity.org or call 503-974-5517 (1588) by 3:00 PM on the day of the meeting to register)

• Email agriffin@orccity.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

- Approve Minutes from June 5

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

- Final Updates on FY 2025 Projects (20 min)
 - 6x6 Art Show
 - Art for Every Heart Contest
 - Website
- Public Art Restoration Projects - Staff Update (15 min)
- Review: Proposed Updates to Municipal Code 2.26_Arts Commission & Arts Commission Bylaws (30 min)
- Arts Commission Agenda (OCAC) Next Six Months (10 minutes)

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 WPMC at 503-650-0275 for a programming schedule.

Oregon City Arts Commission

June 5, 2025

Meeting Minutes

I. Call to Order and Roll Call

The meeting was called to order. Ann conducted a roll call, noting the presence of Amanda Dexter, Daria Loy, Josh Planton, Quire Hugon, Rebecca Sira, Joyce La Master, and Amy Wilson. Rebecca and Daria participated via Zoon. Emma Lugo was marked absent.

II. Adoption of the Agenda

The chair asked if there were any additions or edits to the agenda. He mentioned adding a brief update on the 6 by 6 Art Show at the end of the meeting, which could be included in the communications section if needed. With no objections, the agenda was approved.

III. Approval of Minutes

Approve Minutes from May 15, 2025

The commission members were given a few moments to review the minutes from May 15th. With no comments or edits proposed, a motion was made to approve the minutes.

Quire made a motion to approve the minutes. The motion was seconded by Joyce. All members voted in favor, and the minutes were approved.

IV. Public Comment

Staff confirmed that no public comments had been received.

V. Discussion Items

A) Proposed Public Art Murals (6:15-6:55)

The chair began by addressing a directive from legal counsel clarifying the Arts Commission's role in the mural application process. He explained that while the commission oversees the mural applications, they should not delegate grant funds for murals that they are approving. Instead, the grants will be approved by city staff in the Economic Development department. The Commission's role is to review and approve the mural applications, after which city staff will manage the actual grants.

A commission member asked for clarification on where the grant funding was coming from. The chair explained that it still comes from their budget, but the program stipulates that staff will oversee the management of grant funds. He noted that this is normal practice, as all funding ultimately requires sign-off from city staff and the city manager.

Cathy Rowe, Artist. DC Latourette Park

Cathy Rowe introduced herself as the muralist applying to restore the DC Latourette Park mural. She explained that the mural was originally a community-created piece at the park,

which was previously the city pool. The mural has a city pool theme and is currently in need of restoration.

Cathy presented her proposal for giving the mural a more consistent look and a "lift," along with preservation coatings. She noted that the original creatures in the background of the water were faded, and her plan was to make them look more like imagined real beings.

Commission members asked questions about the colors and changes in the mural. Cathy explained that she would be keeping the blue vibrant and similar to the current color. She also mentioned shifting one swimmer slightly to avoid a cracked area of the wall.

The chair inquired about repairs to the wall itself. Cathy clarified that the parks department does not have time to make proper repairs at this time, and the restoration work is mainly due to wear over time. She estimated that the original mural was likely painted about 20 years ago in a piecemeal fashion.

Cathy explained that she would be taking surface preparation into account due to the retaining wall's porosity issues. She also mentioned that she would be using typical mural paint and protective coating to help avoid graffiti and wear.

A commission member suggested the possibility of enhancing the mural further, such as adding gradation to the blue water for more depth or using different colors for the bathing suits. The chair reminded the commission that they can only review the application based on the materials being used, not the image itself, due to First Amendment laws in Oregon.

The discussion then moved to the timeline and next steps for working with the parks and recreation department to make the mural a reality. Ann mentioned that she would follow up with Cathy about dates and scheduling.

David Blindheim, Property Owner. 109 10th Street

David Blindheim introduced himself as one of the owners of the Fairclough building at the corner of Tenth and Main, where Renee's is located. He explained the history of the building and the previous mural project from 2013 or 2014, which featured the Ogle Mountain Mining mural.

David described how stucco issues in 2023 required repainting the building, which led to painting over the original mural. He expressed enthusiasm about restoring the mural in collaboration with the Arts Commission and the original artist, Justin Reed.

The mural design features a photograph of David's great-grandfather Fairclough, for whom the building is named. Fairclough ran the Ogle Mountain Mine near Detroit, Oregon, which is the connection to the mural's theme.

David shared details about the mural restoration project, including the total cost of \$10,000 for the artist plus around \$1,000 for graffiti coating. He mentioned that their grant application request is for \$6,000, which is 60% of the cost per program requirements.

Commission members asked about the square footage of the mural (169 square feet) and expressed appreciation for David's efforts to maintain art in the city. Ann provided updates on the application process, mentioning that they were working on the easement agreement, grant agreement, and coordinating with public works for a sidewalk closure during the mural installation.

Discussion

The commission discussed the approval process for both mural applications. They noted that some parts of the applications were still pending for both projects, including easement forms, certificates of liability, and application fees.

For the DC Latourette Park mural, a commission member shared some historical context about the park being a former swimming pool, adding significance to the mural's theme. The commission discussed the possibility of including this history in future promotions of the artwork.

Quire made a motion to approve the mural application for DC Latourette Park, pending the final fee, certificate of liability, and easement forms being completed and submitted. The motion was seconded by Joyce. All members voted in favor, and the motion was approved.

For the 109 10th Street mural:

Joyce made a motion to approve the application pending the final easement form, certificate of general liability, and application fee. The motion was seconded by Amy. All members voted in favor, and the motion was approved.

Salmon Bench Revised Proposal

The commission reviewed the revised proposal for the salmon bench restoration project. Some members expressed concern about the lack of a detailed visual aid for the stainless steel frame with fiberglass, as requested in a previous meeting.

The commission discussed the budget for the project, which had been verbally agreed upon at \$10,000, down from the initial proposed \$12,000. There was debate about the itemized costs in the budget, with some members questioning certain line items such as the \$600 for firing and \$1,125 for design and concept development.

Concerns were raised about the process of determining project budgets and whether artists might be inflating costs to match available funds. Some members suggested considering changes to the vendor application process, such as requiring hourly rate ranges for different types of work.

The commission also discussed potential modifications to the bench design, including adding "bumps" or right angles to prevent skateboarding on the steel frame. They agreed to follow up with the artists about incorporating these elements into the overall design.

Due to time constraints and pending paperwork, the commission decided to approve the project contingent on receiving a revised \$10,000 budget.

Quire made a motion to approve the salmon bench project contingent upon receiving a revised \$10,000 budget. The motion was seconded by Amy. All members voted in favor, and the motion was approved.

VI. Communications

The chair provided an update on the 6 by 6 Art Show event. He stated that there has been recent pushback from the City Manager making a direct payment of the budgeted \$15,200 to the Oregon City Schools Foundation. The chair proposed potential solutions, such as

purchasing equipment directly and donating it to the foundation instead of transferring cash. (Note: Offering equipment instead of cash does not address staff concern regarding the transfer of funds between the two public agencies.)

The Commission discussed the challenges of spending the allocated funds by the June 30th deadline and the possibility of rolling the funds over to the next biennium. James Graham indicated in a follow up message that he would address the matter with colleagues.

Adjournment

The meeting was adjourned. Ann thanked everyone for their patience and hard work, especially given the technical difficulties at the start of the meeting and the challenges of approaching the end of the biennium.



CITY OF OREGON CITY

Staff Report

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

To: Oregon City Arts Commission **Agenda Date:** June 23, 2025
From: Ann Griffin, Economic Development Coordinator

SUBJECT:

Update on Public Art Renovation Projects

STAFF RECOMMENDATION:

Receive an update on three public art renovation projects.

EXECUTIVE SUMMARY:

The Oregon City Arts Commission has taken important steps to address public art restoration needs and to raise awareness of the public art in our community. The Arts Commission launched the Public Art Renovation Grant program following its November 2024 meeting. Through this program, three pieces of public art are being restored: the mural at DC Latourette Park, the mural on the Fairclough building in downtown Oregon City, and the mosaic bench on Seventh Street. This report provides a summary of the three projects.

BACKGROUND:

The City of Oregon City has a rich and varied public art collection. As noted in the 2024 Public Artwork Assessment report, Oregon City has a public art collection of 136 documented public pieces, including sculptures, murals, and historic artworks.

At its meeting on June 7, 2023, the City Commission dedicated \$20,000 toward the restoration of important pieces in the community's public art collection. The Arts Commission secured an additional \$8,000 toward this goal with 2024-2025 Enhancement Grant.

The Arts Commission issued a call for Qualified Vendors and a Request for Proposals related to the Public Art Renovation program. The three projects that have been selected are outlined below.

One

Project Name: DC Latourette Park Mural Restoration
Location: 1001-1099 Monroe Street

Property owner: Oregon City Parks and Recreation Dept.
Artist: Cathy Rowe
Cost: \$12,000
Notes: We did not need to secure an easement agreement with Parks and Recreation, as such an agreement between two different City Departments is not necessary. The Parks and Recreation Dept. has agreed to pay the \$125 mural application fee.

Two

Project Name: Ogle Mountain Mural Restoration
Location: 109 Tenth Street
Property owner: Oregon City Building Limited Partnership, c/o David Blindheim
Artist: Justin Riede
Cost: The Arts Commission provided a Public Art Restoration grant of \$6,000 toward this total. Total project cost is \$10,000.
Notes: Applicant has signed the Easement Agreement and has agreed to pay the \$125 mural application fee. Justin Riede is the artist who completed the initial mural.

Three

Project Name: "Salmon Bench" restoration
Location: On public sidewalk in front of 905 7th Street
Property owner: City of Oregon City
Artist: Becky Dawson
Cost: \$10,000
Notes: While staying true to the original design, the restored Salmon Bench will feature glass as well as ceramic tile materials.

OPTIONS:

1. Review the three projects.

BUDGET IMPACT:

Amount: \$28,000
FY: FY 2025
Funding Source:
\$20,000 as approved by City Commission on June 7, 2023
\$ 8,000 2024-25 Enhancement Grant with approved extension through December 31, 2025

ORDINANCE NO. 00-1041

AN ORDINANCE AMENDING TITLE 2: ADMINISTRATION AND PERSONNEL, BY ADDING A NEW CHAPTER, OF THE 1991 MUNICIPAL CODE, TO INCLUDE ARTS COMMISSION

OREGON CITY MAKES THE FOLLOWING FINDINGS

WHEREAS, the arts are an important part of the cultural and economic life of the entire community of Oregon City and enrich the participants in the arts as well as those who observe them; and

WHEREAS, the continued vitality of the arts in the City of Oregon City is a vital part of the future of the City as well as of its citizens; and

WHEREAS, several organizations already existing in Oregon City are active in the arts and provide leadership to the community on arts related matters, and

WHEREAS, the creation of an Arts Commission for the City of Oregon City will assist those organizations, as well as many other organizations and individuals to make arts a more important part of the City's life, and

NOW THEREFORE, THE CITY OF OREGON CITY ORDAINS AS FOLLOWS:

Section 1. There is hereby created a new chapter of the Oregon City Municipal Code, which shall provide as follows.

Chapter 0.00

An Ordinance Establishing an Arts Commission for Oregon City

Sections:

0.00.010	Created
0.00.020	Members; Terms
0.00.030	Officers
0.00.040	Meetings; Quorum.
0.00.045	Annual Report
0.00.050	Rules and Regulations
0.00.060	Purpose, Mission, and Duties
0.00.065	Powers and Authority
0.00.070	Policies

0.00.010 Created There is hereby created an Arts Commission for Oregon City having the powers and duties provided in this chapter.

0.00.020 Members; Terms. The Art Commission shall consist of between seven (7) and nine (9) members appointed by the Mayor. The Arts Commission shall also contain at least five (5) members from a broad spectrum of citizens representing the performing arts, music, drama the visual arts, literary arts, and the fields of structural and landscape architecture, and shall also include, in addition to these five members from the arts community, at least two (2) citizens at large. At least five members of the Commission shall reside inside the city limits.

The appointees shall have evenly staggered three-year terms. Members of the Commission may reapply to a new term yet shall not serve for more than two consecutive terms, unless the Mayor makes an appointment for additional terms. All members may vote on any matter coming before the Arts Commission, except as the Ethics Laws of the State of Oregon may provide. After a member has three consecutive absences without adequate reason, the City Commission may remove that member. Should a member be removed, the Mayor will make a new appointment.

0.00.030 Officers. At its first meeting the Arts Commission shall elect a Chair and a Vice Chair who shall hold office for a term of one year, except that the first Chair and Vice-Chair shall serve until the end of the calendar year. At the first meeting of each calendar year, the Chair or Vice-Chair from the previous year shall preside over elections for Chair and Vice Chair until the new officers are elected. Neither the Chair nor Vice Chair shall serve as an officer for more than two consecutive terms.

0.00.040 Meetings. Quorum. A quorum of five members shall be necessary for action by the Arts Commission.

0.00.045 Annual Report
The Arts Commission shall provide the City Commission with an annual report.

0.00.050 Meetings; Voting.
The Arts Commission shall hold an official meeting at least bimonthly and may hold a special meeting of the Arts Commission. Any item must be approved by a simple majority of the voting members present at a meeting to pass, unless otherwise provided.

0.00.050 Rules and Regulations. The Art Commission may from time to time establish rules and regulations for its government and procedures consistent with the laws of the state, the ordinances of the City, and City policies.

0.00.060 Purpose, Mission, and Duties.

- A. The mission of the Commission shall be to ensure the arts (as described herein) continue to be of value as an integral part of Oregon City.

- B. The Commission shall promote the arts in Oregon City to enrich the lives of its citizens through public art, education and demonstration and contribute to the local and regional economy by supporting the arts.
 - C. The Commission shall assist the City Commission and the Planning Commission in using public art to enhance continuing development, including public structures.
 - D. The Commission's duties may include planning and executing public displays of visual and performing arts, preserving and enhancing the City's existing public art, providing connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.
 - E. The Commission shall identify groups and organizations that enrich Oregon City life by bringing cultural and artistic values and artifacts to the city.
- F.

0.00.065 Powers and Authority

- A. The Arts Commission does not have the power to independently incur financial or contractual obligations on behalf of the City of Oregon City.
- B. The Arts Commission may review and recommend grant applications or other expenditures within the scope of its mission for the City Manager or designee's approval. If (1) the City Manager or designee or (2) any grant applicant disputes the grant award recommendation provided by the Arts Commission, the decision may be appealed to the City Commission. The City Commission's decision is the final decision.
- C.
- D. The Arts Commission may seek additional resources to support its mission, other entities, or individuals, as approved by the City Manager or City Commission.
- E. The Arts Commission shall regulate murals as identified in OCMC Chapter 15.28.

0.00.070 Policies

- A. The Arts Commission shall operate as an advisory committee of the City of Oregon City devoted exclusively to its mission.
- B. The Commission shall operate in the general public interest serving the community as a whole. It shall serve no special interests.
- C. The Commission shall not endorse any commercial product or enterprise.

Read for the first time at the regular meeting of the City Commission, City of Oregon
City, Oregon, on the 20th day of December 2000, and the foregoing ordinance was finally
enacted by the City Commission this 20th day of December 2000.

LEILANI BRONSON-CRELLY
City Recorder

ATTESTED to this 20th day of December 2000

JOHN F. WILLIAMS, Jr., Mayor

ORDINANCE NO. 00-1041
Effective Date: January 19, 2001

ORDINANCE NO. 00-1041

AN ORDINANCE AMENDING TITLE 2: ADMINISTRATION AND PERSONNEL, BY ADDING A NEW CHAPTER, OF THE 1991 MUNICIPAL CODE, TO INCLUDE ARTS COMMISSION

OREGON CITY MAKES THE FOLLOWING FINDINGS

WHEREAS, the arts are an important part of the cultural and economic life of the entire community of Oregon City and enrich the participants in the arts as well as those who observe them; and

WHEREAS, the continued vitality of the arts in the City of Oregon City is a vital part of the future of the City as well as of its citizens; and

WHEREAS, several organizations already existing in Oregon City are active in the arts and provide leadership to the community on arts related matters, and

WHEREAS, the creation of an Arts Commission for the City of Oregon City will assist those organizations, as well as many other organizations and individuals to make arts a more important part of the City's life, and

NOW THEREFORE, THE CITY OF OREGON CITY ORDAINS AS FOLLOWS:

Section 1. There is hereby created a new chapter of the Oregon City Municipal Code, which shall provide as follows.

Chapter 0.00 **An Ordinance Establishing an Arts Commission for** **Oregon City**

Sections:

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0.00.065	Powers and Authority
0.00.070	Policies

0.00.010 Created There is hereby created an Arts Commission for Oregon City having the powers and duties provided in this chapter.

0.00.020 Members; Terms. The Art Commission shall consist of between seven (7) and nine (9) members appointed by the Mayor. The Arts Commission shall also contain at least five (5) members from a broad spectrum of citizens representing the performing arts, music, drama the visual arts, literary arts, and the fields of structural and landscape architecture, and shall also include, in addition to these five members from the arts community, at least two (2) citizens at large. At least five members of the Commission shall reside inside the city limits.

The appointees shall have **evenly staggered** three-year terms. **Members of the Commission may reapply to a new term yet shall not serve for more than two consecutive terms,** unless the Mayor makes an appointment for additional terms. ~~The original appointees shall be appointed: three for one year, three for two years and three for three years, thereafter all terms will be for three years.~~ All members may vote on any matter coming before the Arts Commission, except as the Ethics Laws of the State of Oregon may provide. After a member has three consecutive absences without adequate reason, the **City** Commission may remove that member. ~~Should a member be removed, the Mayor will make a new appointment.~~

0.00.030 Officers. At its first meeting ~~t~~The Arts Commission shall elect a Chair and a Vice Chair who shall hold office for **a term of** one year, except that the first Chair and Vice-Chair shall serve until the end of the calendar year. ~~At the first meeting of each calendar year, the Chair or Vice-Chair from the previous year shall preside over elections for Chair and Vice Chair until the new officers are elected. Neither the Chair nor Vice Chair shall serve as an officer for more than two consecutive terms.~~

0.00.040 ~~Secretary; Meetings. Quorum.~~ A quorum of five members shall be necessary for action by the Arts Commission. ~~The members of the Arts Commission shall also elect annually a Secretary who need not be a member of the Commission. The Secretary shall keep an accurate record of the proceedings of the Commission, and the Arts Commission shall make and file with the City Commission a report of all transactions of the Commission on the first City Commission meeting in February of each year.~~

0.00.045 Annual Report
The Arts Commission shall provide the City Commission with an annual report ~~yearly.~~

0.00.050 Meetings; Voting.
The **Arts** Commission shall hold an official meeting at least bimonthly and may hold **a special meeting of the Arts Commissions.** ~~as set by the Commission. A majority of the members constitutes a quorum for meetings. Provided a quorum is present, A~~any item must be approved by a simple majority of the voting members present at a meeting to pass, unless otherwise provided.

0.00.050 Rules and Regulations. The Art Commission ~~shall~~ **may from time to time** establish ~~such~~ rules and regulations for its government and procedures consistent with the laws of the state, ~~and~~ the ordinances of the City, **and City policies.:**

0.00.060 ~~Powers and Duties~~ Purpose, Mission, and Duties.

~~A. The Commission shall be specifically responsible for, but not limited to, the following:~~

A. ~~1.~~ The mission of the Commission shall be to ensure the arts (as described herein) continue to be of value as an integral part of Oregon City.

B. ~~2.~~ The Commission shall promote the arts in Oregon City to enrich the lives of its citizens through public art, education and demonstration, and contribute to the local and regional economy by supporting the arts.

C. ~~3.~~ The Commission shall assist the City Commission and the Planning Commission in using public art to enhance continuing development, including public structures.

D. ~~4.~~ The Commission's duties may include planning and executing public displays of visual and performing arts, preserving and enhancing the City's existing public art, providing connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.

E. ~~5.~~ The Commission shall identify groups and organizations that enrich Oregon City life by bringing cultural and artistic values and artifacts to the city.

F.

0.00.065 Powers and Authority

~~AB. The Commission shall have the authority and power to solicit funds or grants from individuals, corporations and other government agencies. Such funds shall be deposited in the Oregon City Civic Improvement Trust, to be dispensed by the Arts Commission in pursuit of its assigned mission. The Arts Commission does not have the power to independently incur financial or contractual obligations on behalf of the City of Oregon City.~~

B. The Arts Commission may review and recommend grant applications or other expenditures awards within the scope of its mission for the City Manager or designee's approval. and may provide recommendations to the City Manager or designee for their award. If (1) the City Manager or designee or (2) any grant applicant disputes dispute the grant award recommendation provided by the Arts Commission, the decision may be appealed to the City Commission. The City Commission's decision is the final decision.

C. ~~Any disbursement of funds may occur only with the concurrence of the Oregon City Manager. Should the Commission and the City Manager disagree regarding the dispensation of funds, the dispute shall be submitted to the City Commission for final resolution. In all cases The Arts Commission may participate in or organize fundraisers benefitting other entities or individuals.~~

- D. The Arts Commission may seek additional resources to support its mission, other entities, or individuals and goals, as approved by the City Manager and/or City Commission.
- E. The Arts Commission shall regulate ~~review murals applications~~ as identified in OCMC Chapter 15.28. ~~Commission expenditures shall be subject to all provisions of law, including the Local Budget Law.~~

0.00.070 Policies

- A. The Arts Commission shall operate as ~~an advisory, a nonprofit, nonpolitical organization devoted exclusively to its mission.~~ advisory committee of the City of Oregon City devoted exclusively to its mission.
- B. The Commission shall operate in the general public interest serving the community as a whole. It shall serve no special interests.
- C. The Commission shall not endorse any commercial product or enterprise.

Read for the first time at the regular meeting of the City Commission, City of Oregon
City, Oregon, on the 20th day of December 2000, and the foregoing ordinance was finally
enacted by the City Commission this 20th day of December 2000.

LEILANI BRONSON-CRELLY
City Recorder

ATTESTED to this 20th day of December 2000

JOHN F. WILLIAMS, Jr., Mayor

ORDINANCE NO. 00-1041
Effective Date: January 19, 2001

Oregon City Arts Commission

Bylaws

I. Name

The name of this organization is the Oregon City Arts Commission (“Arts Commission”).

II. Purpose

The Arts Commission exists to make the arts an essential part of every citizen’s life by assisting artists and arts organizations and to promote the arts industry.

The Arts Commission recognizes that the arts reinforce the overall quality of life in Oregon City and that they directly contribute to the vitality of the local economy.

III. Powers and Duties

1. To ensure that the arts continue to be of value as an integral part of Oregon City.
2. To promote the arts in Oregon City, to enrich the lives of its citizens through education and demonstration.
3. To assist the City Commission and Planning Commission in using public art to enhance public structures.
4. To catalog and maintain Oregon City’s public art.
5. To plan and execute public displays of visual and performing arts, providing connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.
6. The Arts Commission shall have the authority and power to solicit funds or grants from individuals, corporations, and other government agencies. Such funds shall be deposited in the Oregon City Arts Commission City Account as established by the City Finance Director, to be dispensed by the Arts Commission in pursuit of its mission.
 - A. Disbursal of funds may occur only with concurrence of the City Manager.
 - B. Disagreements over the dispensation of funds shall be submitted to the City Commission for final resolution.

IV. Organization

1. There shall be nine (9) members on the Arts Commission. The Arts Commission shall include at least five (5) members from a broad spectrum of citizens representing the performing arts, music, drama, visual arts, literary arts, and the fields of structural and landscape architecture, and, in addition, include at least two (2) citizens at large. A majority of the members shall reside inside the city
2. Appointment to the Arts Commission will be made by the Mayor of Oregon City.
3. The appointees shall have three-year terms. The original appointees shall be appointed: three for one year, three for two years and three for three years; thereafter, all terms will be for three years.
4. After a member has three consecutive absences in a 12-month period without notification to the Secretary/Treasurer, the Commission may remove that member. Should a member be removed, the Mayor will make a new appointment.
5. Member resignations will be filed with the Chair as soon as possible after the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.
6. The organization shall operate in the public interest as a nonprofit, nonpolitical organization devoted exclusively to its mission. It shall not endorse any commercial product or enterprise.

V. Officers

1. A Chair and Vice Chair will be elected annually and hold office for one year. At the first meeting of each calendar year, the Chair and Vice Chair from the previous year shall preside over elections for Chair and Vice Chair.
2. Neither the Chair nor Vice Chair shall serve as an officer for more than two consecutive terms.
3. Secretary: When the Arts Commission was re-launched in 2021, staff agreed to serve the function of preparing written minutes of the Arts Commission meetings. As long as this practice continues, the group will not elect a Secretary.

VII. Meetings

1. The Arts Commission shall hold an official meeting at least bi-monthly (every other month) and may hold special meetings as needed. All meetings will follow

public meeting law and any changes to the schedule will be publicized.

2. A majority of existing members shall constitute a quorum and be necessary for action by the Arts Commission. Any item must be approved by a simple majority of the voting members present at a meeting, unless otherwise provided. A proxy vote may be made by mail or email and authorized prior to a vote on any issue except amendments to the bylaws.

3. The Arts Commission encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

4. The parliamentary procedure for meeting and operations of the Arts Commission shall be the responsibility of and within the authority of the Chair. In the event there is a disagreement or objection to the procedures pursued by the Chair, Robert's Rules of Order, Newly Revised, shall constitute the authority.

VIII. Amendments

The City Commission must approve modifications of these Bylaws. All recommended Bylaw modifications must be presented and discussed at a regularly scheduled Arts Commission meeting. A majority vote of ARTS COMMISSION present is necessary to recommend a change in the Bylaws to the City Commission.

The Oregon City Arts Commission reviewed, amended and approved these By-Laws at its meeting on November 23, 2021. A finalized version of the By-Laws was presented at the April 2022 Arts Commission meeting.

Oregon City Arts Commission

Bylaws

I. Name and Motto

The name of this organization is the Oregon City Arts Commission (“Arts Commission” or “OCAC”). The Motto of this organization is: “Art for Every Heart.”

II. Purpose

The Arts Commission assists artists and arts organizations and promotes the arts in Oregon City to enrich the lives of its citizens, contributing to the local and regional economy. ~~exists to make the arts an essential part of every citizen’s life by~~

~~assisting artists and arts organizations and to promote the arts industry.~~

Providing support and visibility to the Arts per Oregon City Ordinance No. 00-1041, tThe Arts Commission recognizes that the arts reinforce the overall quality of life in Oregon City and that they directly contribute to the vitality of the local economy.

The Oregon City Arts Commission celebrates the arts, from live music and dance, to public murals, sculpture and other creative projects, provides resources to artists in our community and supports the creation and maintenance of public art in Oregon City.

III. Powers and Duties

1. To ensure that the arts continue to be of value as an integral part of Oregon City, ~~enriching the lives of its citizens and promoting the arts through education, demonstration and public art.~~

2. ~~To promote the arts in Oregon City, to enrich the lives of its citizens through~~

~~education and demonstration.~~ To support and promote Oregon City’s artists and arts organizations.

3. ~~To assist the City Commission and Planning Commission in using public art to~~

~~enhance public structures.~~ To solicit, plan, execute and enable public displays of visual and performing arts as well as catalog, preserve and enhance Oregon City’s existing public art, including review of mural applications as identified in OCMC Chapter 15.28.

4. To assist the City Commission and Planning Commission in using public art to enhance continuing development, including public structures.

~~To catalog and maintain Oregon City’s public art.~~

5. To provide connections and collaborate ~~To plan and execute public displays of visual and performing arts, providing~~

~~connections~~ with other local, regional and national organizations working for the

benefit of art and preservation of artistic values, and other similar activities.

6. ~~The Arts Commission shall have the authority and power to solicit funds or grants from individuals, corporations, and other government agencies, with the sole purpose of pursuing the Commission's mission, as approved by the City Manager and/or City Commission.~~

~~Such funds shall~~

~~be deposited in the Oregon City Arts Commission City Account as established by the City Finance Director, to be dispensed by the Arts Commission in pursuit of its mission.~~

~~To solicit funds or grants from individuals, corporations, and other government agencies with the sole purpose of pursuing the Commission's mission.~~

~~A. Disbursal of funds may occur only with concurrence of the City Manager.~~

~~B. Disagreements over the dispensation of funds shall be submitted to the City Commission for final resolution.~~

7. The Arts Commission does not have the power to independently incur financial or contractual obligations on behalf of the City of Oregon City.

8. To review and recommend grant applications or other expenditures awards within the scope of its mission for the City Manager or designee's approval and provide recommendations to the City Manager or designee for their award. If the City Manager or designee or any grant applicant disputes the grant award recommendation provided by the Arts Commission, the decision may be appealed to the City Commission. The City Commission's decision is the final decision.

IV. Organization

1. There shall be a maximum of nine (9) members on the Arts Commission and a minimum of seven (7), with ~~The Arts Commission~~

~~shall include~~ at least five (5) residing inside the city limits, at least five (5) ~~members~~ from a broad spectrum of citizens representing the performing arts, music, drama, visual arts, literary arts, and the fields of structural and landscape architecture, and, in addition, ~~include~~ at least two (2) citizens at large. A majority of the members shall reside inside the city

2. Appointment to the Arts Commission will be made by the Mayor of Oregon City.

~~Appointment to the Arts Commission will be made by the Mayor of Oregon City, in consideration of Commissioners' recommendations. New Commissioners take office in January.~~

3. The appointees shall have evenly staggered three-year (3) terms. Members may reapply to a new term yet shall not serve for more than two (2) consecutive terms, unless the Mayor makes an appointment for additional terms. ~~The original appointees shall be appointed: three for one year, three for two years and three for three years; thereafter, all terms will be for three years.~~

4. After ~~a member has~~ three (3) consecutive absences in a 12-month period without notification to the OCAC liaison ~~Secretary/Treasurer, the~~ ~~Commissions may be removed. that~~ ~~member.~~ The City Commission may choose to remove that member.

~~Should a member be removed, the Mayor will make a new appointment.~~

5. Member resignations will be filed with the Chair as soon as possible after the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.

6. The organization shall operate in the public interest as a city advisory committee and as a nonprofit, nonpolitical

organization devoted exclusively to its mission. It shall not endorse any commercial product or enterprise.

V. Officers

1. A Chair and Vice Chair will be elected annually and hold office for one (1) year. At the first meeting of each calendar year, the Chair and Vice Chair from the previous year shall preside over elections for Chair and Vice Chair and Commissioners nominate themselves or other Commissioners for officer roles. Nominations and elections start with the Vice Chair seat, following established protocols.

2. Neither the Chair nor Vice Chair shall serve as an officer for more than two (2) consecutive terms.

~~3. Secretary: When the Arts Commission was re-launched in 2021, staff agreed to serve the function of preparing written minutes of the Arts Commission meetings.~~

~~As long as this practice continues, the group will not elect a Secretary.~~

3. In the event of absence or disability of the Chair, the Vice Chair shall perform the duties and function of the Chair.

4. Chair and Vice Chair are responsible for working with City Staff to create meetings' agendas and to ensure that all key documentation is shared with Commissioners at least

one (1) weeks prior to each meeting.

5. If an Officer seat is vacant, Members shall identify a new Officer following protocols and criteria agreed by the Arts Commission.

VI. Commissioners Responsibilities

1. Commissioners are expected to be familiar with and operate according to OCAC bylaws and processes.

2. Commissioners shall disclose any conflict of interest in relation to grant applications or in the context of any decision by the Commission. Commissioners have a conflict of interest if their actions could impact themselves, their relatives, or businesses and individuals they are associated with.

3. Commissioners are not eligible to apply to or receive grants managed by the Oregon City Arts Commission. Past Commissioners may apply to or receive grants managed by the Oregon City Arts Commission after 12 months from their last day in the Commission.

4. The Arts Commission shall provide the City Commission with an annual report yearly.

5. Commissioners are expected to attend and contribute to meetings – in person or via videocall – and to notify the OCAC City Liaison of any absence.

6. Commissioners are expected to be familiar with key documentation and may be asked to provide input to documentation prior to meetings.

7. Commissioners may be asked to join Workgroups to advance the Commission's Mission. If workgroups include more than two (2) Commissioners, their meetings shall be recorded and documented as public meetings.

VII. Commissioners Recommendation to Mayor

1. Appointment to the Arts Commission will be made by the Mayor of Oregon City, in consideration of Commissioners' recommendations.

2. Each August or September, OCAC shall post a public Call to solicit Commissioners applications. **Committee applications are managed by the City Recorder's Office.** The call shall include requirements, selection criteria, submission date/time and a clear indication that under no circumstances late applications shall be accepted.▪

3. The City Liaison shall receive and anonymise all received applications before distributing them to Commissioners. **The Arts Commission shall interview all eligible candidates at the November meeting and provide recommendations to the Mayor for final selection.** Recommendations shall be created leveraging previously agreed selection criteria and metrics, to ensure equity. ~~Commissioners shall use agreed protocols to select which applicants shall be invited to a follow up interview.~~

~~5. At the November Meeting, selected applicants shall be interviewed and Commissioners shall use agreed protocols to make recommendations to the Mayor, who will make appointments. New Commissioners take office in January.~~

6. If available applicants are deemed not suitable by a simple majority of OCAC voting members, the Commission ~~may recommend reopening the recruitment to the Mayor rather than specific individuals.~~ ~~shall make.~~

VIII. Meetings

1. The Arts Commission shall hold an official meeting at least bi-monthly (every other month) and may hold special meetings as needed. All meetings will follow public meeting law and any changes to the schedule will be publicized.
2. A majority of existing members shall constitute a quorum and be necessary for action by the Arts Commission. Any item must be approved by a simple majority of the voting members present at a meeting, unless otherwise provided. A proxy vote may be made by mail or email and authorized prior to a vote on any issue except amendments to the bylaws.
3. The Arts Commission encourages citizen participation and will, from time to time, request specific or general citizen/expert input.
4. ~~The Chair shall preside over all meetings, keeping discussions on track and ensuring that all perspectives are heard, considered and facilitated. The parliamentary procedure for meeting and operations of the Arts Commission~~
~~shall be the responsibility of and within the authority of the Chair.~~ In the event there is a disagreement or objection to the procedures pursued by the Chair, Robert's Rules of Order, Newly Revised, shall constitute the authority.
5. The City Liaison shall be responsible for Meetings Minutes, which shall be maintained as public audio-visual recordings as well as in written format.

IX. Financial Management Practices

1. OCAC receives a biennial budget to further their mission of promoting the arts. For the 2023-2025 biennium, the Arts Commission received \$40,000. OCAC and any Committees acting with Arts Commission approval must keep programs and expenses at or under budget.
2. The Arts Commission may raise additional funds through grant solicitation, fundraising events and donations. While fundraisers and solicitations can occur throughout the year, ~~raised funds shall be deposited in the OCAC City Account after January 1st and used by June 30th.~~
3. ~~OCAC's allocated budget and additional funds shall be dispensed by the Arts Commission in pursuit of its mission and maintained by the City's Finance Department as directed by the Arts Commission.~~ At no time shall an Arts Commissioner directly collect donated funds as part of any fundraising activity or from any other type of activity.
4. All activities which require spending or receiving funds must be approved by the Arts Commission. Approval may be obtained by a simple majority vote of the Arts Commission.
5. All forms of remuneration and disbursement of funds shall be submitted by OCAC within two (2) weeks of event or program completion to the City of Oregon City and will be approved by

the City Manager. A final report should be sent to the City of Oregon City at project completion. Disagreements over the dispensation of funds shall be submitted to the City Commission for final resolution.

~~6. The Arts Commission shall receive regular updates from City staff describing expenditures and/or additions to the budget. Additionally, an annual review of the Arts Commission budget books will be performed annually at the end of each fiscal year (July to June) by the City and findings shall be presented to the Arts Commission at a general meeting.~~

7. The Arts Commission shall provide the City Commission with updates twice a year: an annual report with presentation to the City Commission near the end of the fiscal year (May or June) and an interim report approximately half-way through the fiscal year.

~~XVIII.~~ Amendments

The City Commission must approve modifications of these Bylaws. All recommended Bylaw modifications must be presented and discussed at a regularly scheduled Arts Commission meeting. A majority vote of ~~Arts Commissioners~~ ~~ARTS COMMISSION~~ present is necessary to recommend a change in the Bylaws to the City Commission.

The Oregon City Arts Commission reviewed, amended and approved these By-Laws at its meeting on ~~November 23, 2021~~. A finalized version of the By-Laws was presented at the ~~April 2022~~ Arts Commission meeting.