



CITY OF OREGON CITY ARTS COMMISSION AGENDA

City Hall Mt. Hood Room, 625 Center St., Oregon City, OR 97045
Thursday, October 16, 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.city.org or call 503-974-5517 (1588) by 3:00 PM on the day of the meeting to register)
 - Email agriffin@orc.city.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

- a. Approve Minutes from September 18, 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. DISCUSSION ITEMS

- a. City Liaison Update
- b. Preliminary Budget Overview
- c. Review Proposed Updates to Art Commission Bylaws (40 min)
- d. Review and Identify Objectives for Strategy Goals (20 min)
- e. Administrative Items
 - Review Proposal for Art Commission Onboarding Process (10 min)
 - Appointment of Secretary (5 min)
 - Art Commission Meeting Timing (5 min)

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 18, 2025

I. Call to Order and Roll Call

The meeting of the Oregon City Arts Commission was called to order on September 18, 2025. Roll call was conducted with the following members present: Amy Wilson, Daria Loi, Emma Lugo, Joyce La Master, Quire, Rebecca Sira, and Josh Planton and Myra Ravenwise. arrived shortly after the start of the meeting. Amanda Dexter had an excused absence. Ann Griffin was also present.

II. Adoption of the Agenda

The Chair asked if there were any items to add to the agenda. Hearing none, a motion was made to adopt the agenda.

Motion to adopt the agenda was made by Amy Wilson and seconded by Daria Loi. The motion was approved unanimously.

III. Approval of the Minutes

The Commission members were given time to review the minutes from the August 21, 2025 meeting. No edits were proposed.

Motion to approve the minutes from August 21, 2025 was made by Emma Lugo and seconded by Quire. The motion was approved unanimously.

IV. Public Comment

Ann noted that no public comments had been received.

V. Discussion Items

A. Proposal Public Art Assessment Update

Cathy Rowe, the original author of the public art assessment completed in January 2024, presented her proposal for updating the assessment. She explained that the update would include approximately 11 additional art items that were either missed or have been added since the original assessment, about 9 condition updates for pieces that have changed significantly, and a significant document addition in the form of a context and index to make the document more user-friendly.

Several commissioners asked questions about the proposal. One commissioner inquired about light installations along Highway 99 by the river that hadn't been included in the

previous assessment. Cathy confirmed these would be added. Another commissioner requested access to the spreadsheet Cathy used to track the art inventory, which Cathy agreed to provide in a more digestible format.

When asked about the state of public art in Oregon City, Cathy stated that having an actual mechanism for the city to invest in public art would make it a more solid program. She recommended that the Arts Commission work toward planning for regular restoration of existing works and creation of new works at regular intervals.

Josh clarified that the total cost of the proposal was \$1,650.00.

Motion to accept the estimate provided by Cathy Rowe for an update to the Public Art Assessment was made by Emma Lugo and seconded by Josh Planton. The motion was approved unanimously.

B. Approve Recommended Municipal Code Amendments and Arts Commission Goals for City Commission Work Session

The Commission first reviewed the mural code proposal. Josh confirmed that legal counsel had signed off on the document after revisions based on their feedback. Key changes included removing the word "substantial," updating sections to clarify language, and ensuring that building owners wishing to remove murals must do so at their own cost. References to walls were removed to allow for murals on rooftops, walls, and intersections.

There was a discussion about the Commission's role in approving murals. Josh explained that it depends on different scenarios involving public/private funding and public/private property. He outlined four different scenarios:

1. Private money funding a private mural on a private wall
2. Public money funding a private mural on a private wall
3. Public money funding a public project on a public wall
4. Private money funding a project on a public wall

Josh clarified that in the case of public funds for murals on public property, the Commission would have the right to consider the content of the mural. For private money on private property, they would only approve based on materials, not content.

The Commission then moved to the Arts Commission charter code amendments. Daria explained that she had incorporated all the requested changes from the previous meeting. There was discussion about modifying language in the "policies" section that described the Arts Commission as having "budget and planning function." Economic development had

suggested removing this wording as potentially misleading since the Arts Commission doesn't create the budget.

Rebecca proposed alternative language: "The commission is responsible for monitoring expenses, collaborating with the city on budget decisions during each biennium and planning activities in coordination with city staff." This would be added as a new point B in the policies section. The Commission also agreed to add the word "strategic" before "planning" in the purpose and mission section to address the Commission's role in strategic planning.

Motion to approve the municipal code changes with the amendments discussed was made by Quire and seconded by Daria. The motion was approved unanimously.

Next, the Commission reviewed the proposed Arts Commission goals for the October 7th work session with the City Commission. Josh had prepared four goals based on their previous strategic planning discussion:

1. Strengthen the Oregon City Arts Commission Structural Foundation: Build a strong foundation for the Oregon City Arts Commission by implementing best practices, standardizing operations, and securing flexible funding to create a leading public art program.
2. Forge Community Partnerships Through Art: Develop strong partnerships to engage the Oregon City community through art, connect city government, the regional arts community, and citizens to expand public art opportunities.
3. Enhance Regional Awareness and Brand: Increase regional awareness and build a strong cohesive identity for the Arts Commission, establish Oregon City's premier public art destination, position Oregon City Art Commission as a strategic leader in shaping the city's public art landscape by grounding our work in clear vision and community storytelling.
4. Curate Projects that Enhance Placemaking: Focus on projects that support the city's placemaking efforts, expand the city's art program by diversifying artistic mediums, subject matter, and locations to enhance tourism and quality of life.

The Commission discussed these goals. Emma noted the importance of including diverse art forms beyond visual arts, such as dance and theater. Josh clarified that these goals would be further developed with specific objectives, strategies, and tasks to create a comprehensive roadmap.

Motion to approve sharing these tentative goals with the City Commission was made by Quire and seconded by Daria Loi. The motion was approved unanimously.

The Commission confirmed that the work session with the City Commission would be on October 7th at 6:00 PM at the Public Safety Building, with a 90-minute time allocation (updated to 60 minutes).

C. Salmon Bench Updates and Next Steps

Josh presented a report on the Salmon Bench, which included a general safety assessment by the City's Public Works Department, and feedback from multiple artists who had evaluated the bench. The Public Works report concluded that there was no current public safety issue with the bench, although Amy had sanded down some sharp edges that had been reported.

Several issues were identified with the bench, particularly with the grout. Some commissioners noted that the grout was soft in places, that a black substance (possibly mold) had appeared and that water seeped out when pressed. Artists who evaluated the piece had expressed concerns about the craftsmanship and durability of the restoration work.

The Commission discussed six options for the bench, ranging from doing nothing to various interventions. After discussion, there was consensus around option 5: leaving the bench in place as public furniture but removing it from the city's public art inventory.

Motion to vote for option number 5 regarding the Salmon Bench was made by Daria and seconded by Emma. The motion was approved unanimously.

Josh stated he would work with Ann and James on next steps to remove the bench from the public art inventory, noting that there might be additional discussions since this was the first time they had deaccessioned a piece. (Note post meeting: The City Commission must approve an official "decommission" of public art.)

COMMUNICATIONS

Josh mentioned that the next submission deadline for Trail News articles was October 4th. He and Rebecca proposed writing an article about the recent renovations to murals in Oregon City, specifically highlighting the DC Latourette Park mural. The Commission agreed this would be a good topic.

Ann Griffin announced an upcoming event the following Saturday from 1:00 to 3:00 PM, organized in conjunction with the Parks Department and promoted by the McLoughlin Neighborhood Association.

The meeting was adjourned at 8:38.

Oregon City Arts Commission

Bienium Budget (July 2025-June 2027)

Resources

2025-27 Arts Comission Unspent Funds	\$	50,000
2023-25 Rollover Amount (TBC)	\$	20,500
Total Resources	\$	70,500

Expenditures/Financial Commitments

Projected

Website Maitenance	\$	800
Public Art Assessment Update	\$	1,650
Projected Sub-Total	\$	2,450

Actuals

Actuals Sub-Total	\$	-
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Total Projected Expenditures	\$	2,450
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Net Difference (with Rollover)	\$	68,050
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Notes:

Approved by Budget Committee

Confirmed by Finance Department at August 21, 2025 OCAC Meeting

Per Contract

Approved Quote at September 18, 2025 OCAC Meeting

Oregon City Arts Commission
("Arts Commission" or "OCAC")

BYLAWS

By providing support and visibility to the arts as outlined in Oregon City Municipal Code Chapter 2.26, the Arts Commission reinforces the overall quality of life in Oregon City, making the arts an integral part of every citizen's life. The Motto of this organization is: "Art for Every Heart."

I. Purpose

The purpose of the Arts Commission is to educate Oregon City citizens on the arts and their essentialness to the cultural and economic vitality of the community, to support local artists and arts organizations, and to enrich the lives of all Oregon City residents by fostering a flourishing arts ecosystem that:

- **Supports Artists and Organizations:** Provides resources and visibility to artists and arts organizations, ensuring the continued vitality of the arts in Oregon City.
- **Enhances Cultural Richness:** Celebrates diverse artistic expression, from live music and dance to public murals, sculpture, and other creative projects.
- **Drives Economic Benefits:** Boosts tourism, attracts creative industries, drives economic opportunities for local artists and art businesses, and increases property values, thereby providing measurable economic benefits to the community and contributing to the local and regional economy.
- **Strengthens Community Development:** Creates vibrant public spaces, fosters social connections and sense of place.

As such, the Arts Commission shall operate in the public interest as a city advisory committee devoted to its mission and within its powers.

II. Powers and Duties

Chapter 2.26 of the City of Oregon City Municipal Code grants a number of rights to the Arts Commission, which is empowered to:

1. **Promote the Arts:** Enrich the lives of Oregon City citizens through public art, education, and programming, contributing to the local and regional economy by supporting artists and arts organizations.
2. **Collaborate on City Development:** Work with the City Commission and Planning Commission to integrate public art into city development projects, enhancing public spaces and promoting community identity.
3. **Plan and Execute Public Displays:** Organize and execute public displays of visual and performing arts, cataloging, preserving and enhancing the City's existing public art collection, including review of mural applications as identified in OCMC Chapter 15.28.90.

4. Foster Connections: Establish connections with local, regional, and national organizations dedicated to the arts, promoting diverse cultural and artistic experiences in Oregon City.
5. Support Local Artists and Organizations: Recognize and support groups and organizations that enrich Oregon City through their artistic contributions.
6. Solicit Funds and Grants: Pursue funding opportunities from individuals, corporations, and government agencies to support the Commission's mission, with approval from the City Manager and/or City Commission.
7. Manage Funds: Deposit and disburse funds in accordance with City policies, with concurrence from the City Manager, and resolve any disputes through the City Commission.
8. Review and Recommend Grants: Evaluate grant applications and recommend awards within the scope of the Commission's mission, with final approval from the City Manager or designee.

III. Organization (Membership)

A. Composition:

1. The Arts Commission shall consist of a minimum of five (5) OR a maximum of nine (9) members.
2. Approximately 60% of members shall reside within Oregon City limits.
3. The membership shall represent a broad spectrum of citizens, with a minimum of 1 OR a maximum of 2 citizens at large.
4. Approximately 60% of members shall have some expertise or experience in any art form, from performing arts to visual arts, literary arts, or the fields of structural and landscape architecture.

B. Appointment and Term:

1. Appointments to the Arts Commission shall be made by the Mayor of Oregon City, considering recommendations from current Commissioners.
2. New Commissioners shall take office in January.
3. Appointees shall serve evenly staggered three-year terms.
4. Members may reapply for a new term but shall not serve more than two (2) consecutive terms, unless the Mayor makes an appointment for additional terms. To establish the staggered system, initial appointees may be assigned terms of varying lengths; thereafter, all terms shall be three years.

C. Removal and Resignation:

1. Any member with three (3) consecutive unexcused absences within a 12-month period may be subject to removal by the City Commission. The Arts Commission Secretary should be notified of meeting absences as early as possible.
2. Should a member be removed, the Mayor shall appoint a replacement to serve the remainder of the term.
3. Members who resign must file their resignation with the Chair promptly. A newly appointed member shall serve the remainder of the existing term.

IV. Officers

A. Election and Term:

1. The Arts Commission shall elect a Chair, Vice Chair and Secretary annually.
2. Officers shall hold office for a one-year term, beginning immediately and concluding at the end of the calendar year.
3. At the first meeting of each calendar year, the outgoing Chair (or, in their absence, the Vice Chair) shall preside over the election of new officers.
4. Nominations and elections shall begin with the Secretary, then Vice Chair and Chair.
5. Elections shall follow established protocols.

B. Term Limits:

1. No individual shall serve more than two (2) consecutive terms in the same officer position (Chair, Vice Chair or Secretary).

C. Responsibilities:

1. In the event of the Chair's absence or inability to participate, the Vice Chair shall assume the duties and functions of the Chair.
2. The Chair, Vice Chair are responsible for collaborating with the Secretary to create meeting agendas and all meeting materials are delivered to Commissioners, minimum one (1) week prior to each meeting.

D. Vacancies:

1. If an officer position becomes vacant, the Arts Commission shall identify and elect a new officer following protocols and criteria established by the Commission.

V. Commissioners Responsibilities

Commissioners of the Oregon City Arts Commission are expected to:

1. **Adhere to Bylaws and Processes and Participate in Onboarding:** Be familiar with and operate according to the Arts Commission Bylaws, City Municipal Code, and all established Arts Commission processes. All Commissioners should actively participate in the onboarding process for new Commissioners.
2. **Disclose Conflicts of Interest:** Disclose any potential conflict of interest concerning grant applications or any Commission decision. A conflict of interest exists if a Commissioner's actions could directly or indirectly impact themselves, their relatives, or associated businesses or individuals.
3. **Eligibility Restrictions:** Understand that current Commissioners are not eligible to apply for or receive grants managed by the Oregon City Arts Commission. Former Commissioners may apply for such grants after a period of twelve (12) months from their last day of service on the Commission.
4. **Attend and Contribute to Meetings:** Attend and actively contribute to meetings,

either in person or via video call, and notify the OCAC Secretary of any anticipated absence.

5. Review Key Documentation: Be familiar with key documentation and be prepared to provide informed input on documentation prior to meetings.
6. Participate in Workgroups: Participate in workgroups to advance the Commission's Mission, as requested. When workgroups include more than two (2) Commissioners, their meetings shall be recorded and documented as public meetings, in accordance with Oregon Open Meeting Laws.
7. Contribute to the Annual Report: Support the creation of the Commission's annual report to the City Commission by providing updates on the Commission's activities, impact, and progress toward its goals.
8. Support Onboarding and Training of New Commissioners: Support OCAC Officers as they onboard and train new Arts Commissioners, ensuring familiarity with relevant documents, processes, and best practices. This may include sharing more details in relation to shared documentation, answering questions, and providing guidance during the initial months of their term.

VI. Commissioners Recommendation to Mayor

A. Recruitment and Application:

1. Each year, typically in August (September the latest), OCAC shall issue a public call to solicit applications for Commissioner positions.
2. The call shall include:
 - a. Requirements for applicants.
 - b. Selection criteria.
 - c. Clearly stated submission deadline, emphasizing that late applications will not be accepted under any circumstances.
 - d. The City Recorder's Office shall manage the application process, in collaboration with OCAC Officials.

B. Review and Interview:

1. The City Recorder's Office shall receive and anonymize all applications before distributing them to Arts Commissioners for review.
2. The Arts Commission shall use previously agreed-upon selection criteria and metrics to ensure equity in selecting applicants for follow-up interviews. Agreed-upon protocols shall be used to determine which applicants will be invited.

C. Recommendation and Appointment:

1. At the November meeting, the Arts Commission shall interview selected applicants.
2. Arts Commissioners shall use agreed-upon protocols to make recommendations to the Mayor for final selection.
3. The Mayor of Oregon City will make the final appointments to the Arts Commission, considering the recommendations of the Commissioners.
4. New Arts Commissioners shall take office in January.
5. A simple majority of OCAC voting members deems the available applicants unsuitable,

the Arts Commission may recommend to the Mayor that the recruitment process be reopened, rather than recommending specific individuals.

VII. Meetings

A. Scheduling and Public Notice:

1. The Arts Commission shall hold an official meeting at least bi-monthly (every other month) and may hold special meetings as needed.
2. All meetings shall comply with Oregon Public Meeting Law, and any changes to the schedule will be publicized in accordance with those regulations.

B. Quorum and Voting

1. A majority (e.g. five out of nine if there are nine commissioners) of existing members shall constitute a quorum and be necessary for action by the Arts Commission.
2. Any item must be approved by a simple majority of the voting members present at a meeting, unless otherwise provided in these Bylaws or other applicable regulations.

C. Public Participation

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

D. Meeting Management

1. The Chair shall preside over all meetings, ensuring discussions remain focused, that all perspectives are heard and considered, and that meetings are conducted efficiently.
2. The Chair is responsible for maintaining order and following appropriate parliamentary procedure.
3. In the event of a disagreement or objection to the procedures pursued by the Chair, Robert's Rules of Order, shall constitute as the guiding authority.

E. Meeting Minutes and Records

1. The Secretary is responsible for preparing and maintaining meeting minutes.
2. Meeting minutes shall be maintained as public audio-visual recordings, as well as in written format, in accordance with Oregon Public Records Law.

VIII. Financial Management Practices

A. Budgeting and Allocation:

3. The Oregon City Arts Commission (OCAC) receives a biennial budget from the City of Oregon City to further its mission of promoting and supporting the arts. For example, in the 2023–2025 biennium, OCAC received a budget allocation of \$40,000 and in the 2025-2027 biennium, OCAC received a budget allocation of \$ 50,000.
4. The Commission and any of its designated committees must operate within the limits of this approved budget. All expenditures shall directly further the Arts Commission's mission.

B. Spending Authority and Financial Oversight:

1. The Arts Commission does not have the authority to independently incur financial or contractual obligations on behalf of the City. All financial decisions and disbursements are subject to approval by the City Manager or the City Manager's designee, in accordance with City policies.
2. Spending related to arts programming, grants, or services must be approved by a simple majority vote of the Arts Commission and forwarded to the City Manager or designee for final review and authorization before any funds are expended.
3. If either the City Manager or a grant applicant disputes a funding recommendation made by the Arts Commission, the decision may be appealed to the City Commission. The City Commission's decision is final.

C. Fundraising and External Revenue:

1. The Arts Commission may raise additional funds through grant applications, fundraising events, and private donations. All fundraising activities must be pre-approved by the Commission and be consistent with its mission.
2. Raised funds must be deposited into the OCAC City-held account after January 1 and used by June 30 of the allocation year, unless an extension is approved by the City Manager.
3. No Arts Commissioner shall personally collect or retain funds from any event or donation. Only City staff may accept and process financial contributions to ensure transparency, accountability, and compliance with City policy.

D. Financial Reporting and Recordkeeping:

1. The City's Finance Department is responsible for managing OCAC's allocated funds, processing expenditures, and providing regular updates on the status of the Commission's budget.
2. The Arts Commission shall receive periodic updates from City staff on the overall budget, incoming revenues, and expense activity.
3. An annual financial review of the OCAC account(s) will be conducted by City staff at the end of each fiscal year (July–June). The results will be presented at a general Commission meeting.

E. Reporting to City Commission:

1. The Arts Commission is responsible for providing two reports to the City Commission annually:
 - a. An interim report approximately halfway through the fiscal year (around December or January); and
 - b. An annual report with a formal presentation near the end of the fiscal year (May or June), outlining accomplishments, expenditures, outcomes, and future goals.

IX. Public Art and Promotion Policies:

1. The Arts Commission operates in accordance with established policies and procedures for public art, including calls for art, artist selection, awards, and promotion.
2. These policies are outlined in a separate document titled "Public Art Policy and Procedures Manual," which is regularly reviewed and updated by the Arts Commission.

3. This manual ensures consistency and transparency in all public art-related activities
4. Conflict of Interest: All members of the selection committee and any involved Commissioner must disclose any potential conflict of interest. Commissioners or their immediate family members cannot directly benefit from any project they recommend.
5. Artist Selection Criteria: Artist selection shall be based on criteria that include artistic merit, technical competence, relevance to the project's goals, and community engagement.
6. Public Involvement: Public feedback and input shall be solicited during the selection process to ensure the chosen artwork aligns with community values and aesthetic standards.

X. Amendments

All recommended.

Bylaw modifications must be presented and discussed at a regularly scheduled Arts Commission meeting. A majority vote of Arts Commissioners present is necessary to recommend a change in the Bylaws to the City Commission.

The Oregon City Arts Commission reviewed, amended and approved these Bylaws at its meeting on _____. A finalized version of the Bylaws was presented at the _____ Arts Commission meeting.

Oregon City Arts Commission (OCAC): Strategy Objectives Worksheet

Instructions: Please use this worksheet to identify other specific objectives you would like to put forward to the group in line with our identified goals.

Definitions Reminder:

Goal - is a broad, long-term desired purpose that an organization strives to achieve.

Objective - is a specific, measurable, time-bound action or step taken to achieve a goal.

Goal:

Strengthen the OCAC Structural Foundation

Build a strong foundation for the OCAC by implementing best practices, standardizing operations, and securing flexible funding to create a leading public art program.

Proposed Objectives:

- **Establish several key best practice policies and procedures to standardized procedures.**
 - **Examples:** *Art Installation and Management Process; Mural Program Checklist; RFP and Evaluation Process; Budget and Financial Procedures (inline with Finance Department); etc.*
- **Launch multiple programs for soliciting financial support for the arts in Oregon City.**
 - **Examples:** *Percentage for the arts program; Art sponsorship program; Donation program; Grant writing policies; etc.*
- **Create a Marketing Plan to promote art and artists in Oregon City.**
 - **Examples:** *Website; Social Media Campaigns (work with Jarrod); Articles (Trail News and other publications); Blogs; Podcasts; etc.*
- Other
 - _____
 - _____
 - _____

Goal:

Forge Community Partnerships Through Art

Develop strong partnerships to engage the Oregon City community through art. Connect city government, the regional arts community, and citizens to expand public art opportunities.

Proposed Objectives

- **Participate in Long Term Art Projects with Multiple Stakeholders**
 - **Example:** *Corridor Project, Parks and Recreation (Art in Parks/Festivals), Library (For Literary Arts); Destination Oregon City and Downtown Oregon City Association (Art Walks)*
- **Share ideas and best practices with other art commissions and art focused organizations**
 - **Example:** *West Linn, Lake Oswego, Tateshina (Sister City), TRAG and CAA, etc.*
- **Create new partnerships with local businesses**
 - **Example:** *1 new project a year with a different partner in a different category (Trolls and Metro): Performance, Visual Art, Music, Photography, Literary, etc.*
- Other
 - _____
 - _____
 - _____

Goal:

Curate Projects that Enhance Placemaking

Focus on projects that support the City's placemaking efforts. Expand the city's art program by diversifying artistic mediums, subject matter, and locations to enhance tourism and community quality of life.

Proposed Objectives

- **Establish an Art Master Plan for Oregon City**
 - **Example:** *Sets out our plan to build up the art inventory and diversification of art in Oregon City.*
- **Create one new stationary piece of art in Oregon City each year**
 - **Example:** *Art in Rain, Troll, New City Murals, etc.*
- **Create one new piece of art in multiple disciplines each year**

- **Example:** *Performance, Visual Art, Music, Photography, Literary, etc. Other*
- Other
 - _____
 - _____
 - _____

Goal:

Enhance Regional Awareness and Brand

Increase regional awareness and build a strong, cohesive identity for the Art Commission, establishing Oregon City as a premier public art destination. Position OCAC as a strategic leader in shaping the city's public art landscape by grounding our work in a clear vision and community storytelling.

Proposed Objectives

- **Launch Website for promoting the arts in Oregon City**
 - **Example:** *Need to have a plan after launch to make sure there is a steady flow of information happening.*
- **Promote Art Leadership within the Art Commission**
 - **Example:** *Additional training for Art Commissioners (NEA, Americans for the Art), Tackling issues like AI, respecting our history but promoting diversity, art and economic growth (tourism, vibrancy, community identity).*
- **Clean Up Vision Statement**
 - **Example:** *Clarify our role and intentions.*
- **Build on brand-oriented programs**
 - **Example:** *Art for Every Heart*
- Other
 - _____
 - _____
 - _____

Oregon City Arts Commission

5 Year Strategic Plan



Recap: Strategic Planning Steps

- 1) Identify High-Level Goals
- 2) Set measurable objectives against those goals
- 3) Define actions and tasks for each objective
- 4) Layout all tasks against our defined period of work and set up KPI's



High Level Goals

**Strengthen the OCAC
Structural Foundation**

**Forge Community
Partnerships Through
Art**



**Enhance Regional
Awareness and Brand**

**Curate Projects that
Enhance Placemaking**

Strengthen the OCAC Structural Foundation

Build a strong foundation for the OCAC by implementing best practices, standardizing operations, and securing flexible funding to create a leading public art program.

Proposed Objectives

- **Establish several key best practice policies and procedures to standardized procedures.**
- **Launch multiple programs for soliciting financial support for the arts in Oregon City.**
- **Create a Marketing Plan to promote art and artists in Oregon City.**

Forge Community Partnerships Through Art

Develop strong partnerships to engage the Oregon City community through art. Connect city government, the regional arts community, and citizens to expand public art opportunities.

Proposed Objectives

- **Participate in Long Term Art Projects with Multiple Stakeholders**
- **Share ideas and best practices with other art commissions and art focused organizations**
- **Create new partnerships with local businesses**

Curate Projects that Enhance Placemaking

Focus on projects that support the City's placemaking efforts. Expand the city's art program by diversifying artistic mediums, subject matter, and locations to enhance tourism and community quality of life.

Proposed Objectives

- **Establish an Art Master Plan for Oregon City**
- **Create one new stationary piece of art in Oregon City each year**
- **Create one new piece of art in multiple disciplines each year**

Enhance Regional Awareness and Brand

Increase regional awareness and build a strong, cohesive identity for the Art Commission, establishing Oregon City as a premier public art destination.

Position OCAC as a strategic leader in shaping the city's public art landscape by grounding our work in a clear vision and community storytelling.

Proposed Objectives

- **Launch Website for promoting the arts in Oregon City**
- **Promote Art Leadership within the Art Commission**
- **Clean Up Vision Statement**
- **Build on brand-oriented programs**

Next Steps

- **November** – Cleaned Up Objectives and Tasks drafted
- **December** – Final verbiage inserted into draft strategy Plan
- **January** – Approval of Strategy Document



Oregon City Arts Commissioner Application Review Process and Onboarding – DRAFT

Date: October 2025

Application Process Overview

Art Commissioner Applications will be collected by the City through their online portal here: <https://onboard.orcity.org/application/>

NOTE: This is the same application that you use for all Oregon City Boards and Commissions.

City staff will review and provide applications to the Arts Commission City Liaison. The Arts Commission City Liaison will then provide the application to the Arts Commission and time will be scheduled for either the November or December Arts Commission Meeting each year.

Proposal: Do we want to set aside a special meeting or extend a regular meeting to accommodate the application review process.

At whichever meeting the applications are reviewed, Arts Commissioners will be able to select and ask their own set of questions for identifying qualified candidates. After each candidate is interviewed, the Arts Commissioners will complete a ballot for prioritizing their selections. These ballots will be compiled to identify a prioritization list of all candidates which will then be handed over to the City Liaison to deliver to the Mayor for final selection.

NOTE: The Art Commission ballots are only a recommendation to the Mayor, as the Mayor will have all final decision-making authority to select candidates for all Boards and Commissions.

Proposal: In the past we have agreed that if an applicant is not present, we will not list them on the ballot, which means they will be deprioritized on our official recommendation to the Mayor. Should we continue with that same process, or is there another option we think would be a good alternative?

Proposed Questions for Art Commission Applicants (to be read at interview)

- Each candidate will be asked the following questions in a public meeting setting.

- Please keep responses concise (approx. 2-3 minutes each).
 - Commissioners, read each question clearly and allow time for the candidate to answer.
 - Please keep notes and refer to the evaluation sheet.
1. Please describe any background you have in the Arts?
 2. What non-art skills will you bring to the table to support the Oregon City Arts Commission? (Examples being grant writing, project management, marketing experience, etc.)
 3. Have you ever served or are you currently serving on any other Oregon City or Art-related Boards or Commission? If so, please describe your experience with these bodies and what contributions you have made within them?
 4. Can you share a time when you worked with others toward a shared goal - this could be in any setting, not just professional?
 5. Briefly explain why you are interested in joining the Arts Commission and what you hope to contribute to the group?
 6. Do you see any potential conflicts with your ability to regularly attend monthly meetings (either in person or remotely), and/or do you have any potential conflicts of interest related to this position? If Yes, please describe briefly, including the nature of the conflict and who is involved?
 7. What do you think is most important to Oregon City's public arts and culture programs? What do you think could be improved in public art programs within Oregon City?

Art Commissioner Candidate Evaluation Form

To be completed privately by each commissioner following all interviews.

NOTE: Final format for the form will be completed once the questions/scoring items are confirmed.

Scoring Criteria (1-5): 1 = Limited | 2 = Developing | 3 = Solid | 4 = Strong | 5 = Exceptional

For each criterion, circle ONE number that best reflects your assessment.

Please base your assessment on the candidate's interview responses AND the information provided in their written application.

Date: ___/___/_____

Name of Candidate: _____

Name of Commissioner Reviewing: _____

Does this applicant meet the following criteria? You can find this in their online application.

Eligibility and Residency

Confirm that the applicant is an Oregon City resident (as required), and check length of residency and neighborhood representation to ensure geographic diversity.

Arts Engagement and Background Relevant to the Commission's Work

Look for demonstrated passion, experience, or meaningful connection to the arts or community culture in any form (including visual, performing, literary arts, administration, advocacy, collector, or related skills). This helps ensure the applicant can contribute to the commission's mission even if they are not a practicing artist.

Commitment and Availability

Verify that the applicant indicates willingness and ability to commit to monthly meetings and possible extra committee work, as well as transparency regarding any potential conflicts of interest.

Community Connection & Values Alignment

Demonstrated connection to Oregon City's arts scene, appreciation for local culture.

Scoring: 1 2 3 4 5

Understanding of Art & Its Impact

Openness to diverse art forms, awareness of art's impact on community, ability to articulate

thoughts on the role of public art.

Scoring: 1 2 3 4 5

Interpersonal & Collaborative Skills

Evidence of successful collaboration, ability to listen and value diverse perspectives, respectful

communication.

Scoring: 1 2 3 4 5

Ethical Judgement & Integrity

Demonstrates commitment to fairness, awareness of potential biases, honesty and transparency.

Scoring: 1 2 3 4 5

Creative Vision & Innovation

Forward-thinking, ability to contribute new ideas, potential to advance the commission's goals.

Scoring: 1 2 3 4 5

(Total Score:) _____ / 25

Final Recommendation:

Highly Recommend

Recommend

Recommend with Reservations

Do Not Recommend

Optional Comments: (Use this space to provide any additional insights or comments to support

your assessment.)

New Commissioner Onboarding Process - Proposed

Once the Mayor has appointed the three candidates for the Arts Commission, the City Liaison will work with scheduling a time with each candidate and either the Arts Commission current Chair or current Vice Chair prior to the first meeting of the Arts Commission in the following year.

NOTE: if multiple new Art Commissioners are available at the same time, joint meetings will be held to make the process more efficient.

At this meeting, the City Liaison and Chair or Vice Chair will review with each new commissioner the following information:

- Current Priorities of the Arts Commission
- Art Commission Bylaws
- Municipal Codes Pertaining to the Arts Commission
- Open Meeting Laws
- Mural Review Process
- City Liaison Role
- Running of Art Commission Meetings
- Where to find other resources

The City Liaison and Chair or Vice Chair will then ask the new commissioners about their interests to best gauge how to involve each new commissioner as quickly as possible into the activities of the Arts Commission.