



# ARTS, CULTURE, AND HERITAGE COMMISSION AGENDA

August 21, 2024 at 5:00 PM

Wilsonville City Hall

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**PARTICIPANTS MAY ATTEND THE MEETING AT:**

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/84477254668>

**TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:**

Register with Wilsonville Parks and Recreation:

[ACHC@ci.wilsonville.or.us](mailto:ACHC@ci.wilsonville.or.us) or 503-783-7529

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Wilsonville Parks and Recreation Department

29799 SW Town Center Loop East, Wilsonville, OR 97070

**CALL TO ORDER [5:00 PM]**

1. Member Introductions
2. Roll Call

**CONSENT AGENDA [5:05 PM]**

3. Approval of Minutes: 5.22.2024

**CITIZEN INPUT [5:05 PM]**

**ARTS & CULTURE PROGRAM COORDINATOR UPDATE [5:10 PM]**

**COMMISSION BUSINESS**

4. 2024 Officer Appointments [5:15 PM]
5. Heritage Tree Program [5:20 PM]
6. Temporary Public Art: HeARTs of Wilsonville [5:35 PM]
7. ACHC Speaker Series [5:55 PM]
8. Pride Mural Project and Event Wrap Up [6:15 PM]

**ADJOURN**

## **NEXT MEETING**

Wednesday, September 18, 2024 5:00 PM

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Erika Valentine, Arts & Culture Program Coordinator, at 503-570-1629 or [ACHC@ci.wilsonville.or.us](mailto:ACHC@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-783-7529.*



## ARTS, CULTURE, AND HERITAGE COMMISSION MINUTES

May 22, 2024 at 5:00 PM

Wilsonville City Hall

### CALL TO ORDER

A regular meeting for the Arts, Culture, and Heritage Commission (ACHC) was held at City Hall and called to order at 5:02 PM

### PRESENT

Chair Deb Zundel, Vice Chair Angie Sims, Member Susan Schenk, Member Jason Jones, Member Benjamin Mefford, Member Nadine Elbitar, Member Sageera Oravil Abdulla Koya, Member David Altman, Member Joan Carlson

### EX OFFICIO/CITY STAFF/GUESTS

Julie Fitzgerald, Mayor  
 Kris Ammerman, Parks and Recreation Director  
 Austin Barnes, Skate Community  
 Jim Barnes, Skate Community  
 Raziah Roushan, Consultant  
 Bill Flood, Consultant  
 Travis Fields, Artist  
 Ariella-Sophie Sternberg, Clackamas County Arts Alliance  
 Erika Valentine, Arts and Culture Program Coordinator

### CONSENT AGENDA

Member Carlson made a motion to approve the April 17, 2024 ACHC minutes. Member Schenk seconded the motion. Motion passed.

### ARTS & CULTURE PROGRAM COORDINATOR UPDATE

Erika Valentine gave a reminder about upcoming re/elections for Chair and Vice Chair as well as provided the Commissioners with list of dates for upcoming events.

### COMMISSION BUSINESS

#### Peter Erskine, Solar Spectrum Art at Wilsonville Library

Artist Peter Erskine gave a presentation about his Solar Spectrum Art and 100 Libraries Project. Member Altman made a motion to approve Erskine's artwork going in the Wilsonville Library, pending all City Approvals. Vice Chair Sims seconded the motion. Motion Passed.

### **Skatepark Mural Request for Proposals (RFP) Review**

Erika Valentine and Raziah Roushan provided an overview and update of the Skatepark Mural Project and showed initial scorings on the screen which the selection panel did ahead of time on each of the four artists design proposals. The Panel discussed the four proposals in terms of their design imagery, detail, use of empty space, color, theme, and the relevance to the site and the site-users. After a thorough discussion Vice Chair Sims made a motion to award the Memorial Park Skatepark Mural Project to Artist Abigail Penfold. Member Jones seconded the motion. Motion passed.

### **ADJOURN**

Meeting adjourned at 6:00 PM



## Arts, Culture & Heritage Commission Staff Report

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**Date:** August 21, 2024

**From:** Georgia McAlister, Associate Planner

**Subject:** Wilsonville's Heritage Tree Program

### **Recommended Action:**

Learn about the history of Wilsonville's Heritage Tree Program as well as the Arts, Culture, and Heritage Commission's role in the program.

Check out following links:

[Virtual Tour of Wilsonville's Heritage Trees](#)

[Heritage Trees Map](#)

### **Background:**

Since 2004, the Heritage Tree Committee has been accepting nominations and making recommendations to City Council about the inclusion of trees or tree groves into the Heritage Tree Program. In 2022, Resolution No. 2941 designated the Heritage Tree Committee to be a subcommittee of the Arts, Culture, and Heritage Committee. Resolution No. 2941 states, "The original purpose of the Heritage Tree Committee continues to oversee a "heritage tree program [that] will recognize, foster appreciation of, and inspire awareness of the contribution trees make to the community" and advocate that "heritage tree recognition will promote awareness of our history as a community, and provides important links to the past." The Commission, however, may modify the name, purpose and other components of the Heritage Tree Committee as the Commission sees fit."

**Definition of Heritage Tree:** Heritage Trees shall be recognized due to their involvement or inclusion in the development of landscape architecture, forestry, city planning, and culture. They are recognized due to their species, unique features, age, size, setting, design placement, link to important events or activities, location, or persons associated with them.

**Nomination Process:** This program is voluntary and carries no regulatory component. Any person may nominate a tree or trees as a Heritage Tree using the form prepared by the City. If the nominated tree is located on private property, the nomination form shall be submitted by the property owner or accompanied by the property owner's written consent, and the tree should be clearly visible from the public way. If the proposed Heritage Tree is on public property, the nomination shall be forwarded to the department responsible for use and/or maintenance of the property for review and recommendation prior to consideration.

### **Future Steps (if applicable):**

Select members for the subcommittee.



## Arts, Culture & Heritage Commission Staff Report

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**Date:** August 21, 2024

**From:** Erika Valentine, Arts and Culture Program Coordinator

**Subject:** Call for Art Application – Temporary Public Art: HeARTs of Wilsonville

### **Recommended Action:**

Read Staff Report and Attached Call for Art Application and provide feedback to staff.

### **Background:**

Staff presented to the ACHC on November 15, 2023 with various ideas for projects that could potentially be funded through the Wilsonville-Metro Community Enhancement Program (CEP), which is the same funding source utilized for the Skatepark Mural Project. There was interest in a Hearts Project so staff went through the grant application process and presented to the CEP Committee in late February 2024. The City Council approved the committee's recommendations, and the project was fully funded, starting July 1, 2024.

The themes of the project are:

- Many Cultures, One Heart
- Wilsonville Themed

The ten hearts will be placed on City Property. The proposed locations are:

- City Hall (sculpture pad)
- Parks & Recreation Admin Building/Town Center Park (sculpture pad)
- Police (sculpture pad)
- Library
- Villebois (2)
- Memorial Park (2)
- Engleman Park
- Boones Ferry Park

### **Future Steps:**

Staff will issue the Call for Art application, purchase the hearts, and continue to work out project logistics and details. Staff will provide the ACHC with project updates and return at a later meeting when the ACHC will review artist applications and make selections on which artists will be selected.

### **Attachments:**

- Application Draft



**Call for Art Application – Temporary Public Art**  
**HeARTs of Wilsonville**

**Proposals are due by: DATE**

Artist Stipend: \$1,350/per heart

Questions? Contact Erika Valentine, Arts and Culture Program  
Coordinator at [EValentine@ci.wilsonville.or.us](mailto:EValentine@ci.wilsonville.or.us) or 503-570-1629

The City of Wilsonville in collaboration with the Arts, Culture and Heritage Commission are requesting applications from talented emerging or professional artists to come up with unique and artistic design concepts to paint onto fiberglass heart sculptures that measure 52" X 52" X 10" (~60 lbs) which will be on display throughout Wilsonville.

Following the installation period, Hearts will be auctioned off via an online silent auction. Funds generated from the sales of the hearts will help offset future arts and culture projects.

The exhibit will be viewed by thousands and serves as a great way for artists to gain recognition. Artists will be promoted in print and social media, at events and on public display with their works of art.

The heart sculptures are fiberglass and will serve as a blank canvas for the artist on which to create their original artwork design and execution. Artists may submit up to THREE original designs but are only required to submit one. The themes for this project which should be considered when submitting designs are:

- **Many Cultures, One Heart – add description (1-2 sentences to help with inspiration)**
- **Wilsonville Themed – add description (1-2 sentences to help with inspiration)**

The stipend for this project is set at \$1,350, to be paid directly to the selected artist(s) which is inclusive of everything including but not limited to: time, labor, supplies, travel expenses, etc. to be paid to the selected artist(s). Artists should be able to accommodate the fiberglass sculpture into their home/studio and arrange for transportation picking the heart up and bringing it back.

**Timeline (subject to change):**

- September Open Call to Artists
- November 1, 2024 Designs due
- [November 20, 2024 Arts, Culture, and Heritage Commission Meeting]
- December 6, 2024 Artists notified
- January 13 – 18, 2025 Artist to pick up heart sculptures from Murase Plaza in Memorial Park  
\*Time slots will be provided to finalists
- April 11, 2025 Heart sculptures MUST be completed and returned to \_\_\_\_\_
- First week of May (date TBD) Opening Reception at Stein Boozier Barn

**Deadline and Directions for Submittal**

Applications are due by **DATE**. Applications should be E-mailed to [EValentine@ci.wilsonville.or.us](mailto:EValentine@ci.wilsonville.or.us)

\*Applicants should make sure they get a reply, to confirm that staff received their E-mailed application.

**Submittal Parameters, Requirements and Directions**

Artists who can best accommodate the timeline constraints, transportation requirements, and community goals/themes of project may be prioritized.

Artists or Artist teams are required to submit the following that will be used in the evaluation and selection process:

- 1.) **Statement of Qualifications Summary Form & Signed Acknowledgement Letter** (found on page 4)
- 2.) **Prompt Question** (maximum 1 page) – **Why are you excited about this project opportunity and what makes you qualified to complete this project?**
- 3.) **Past Work Samples** – (minimum 3 images, maximum 6 images) – Photos of your past artwork/public art projects that you have completed, that demonstrate your style/aesthetic and artistic qualifications for this project
- 4.) **Design Sheet** – Designs may be depicted by drawing/sketching or digitally. All designs should be in color and show your specific plans for both the front and back of Heart. Artists can submit 1 – 3 designs in any combination of the two themes listed above.

Submissions should be E-mailed as ONE PDF, not separate files. Incomplete submissions will not be accepted.

Please make the subject of Email: HeARTs of Wilsonville – Artist or Artist Team members NAME (i.e. HeARTs of Wilsonville– Erika Valentine)

If selected, Artist(s) will be responsible for:

- Transportation of Heart (pick up and delivery)
- Painting their approved design on the front and back



- Sealing/clear coating with an anti-graffiti coating provided by the City

### **Selection Process**

#### **Stage One: City Staff**

If deemed necessary, a team of City Staff will initially review and score the Call for Art Applications in order to give the Stage Two Selection Panel an appropriate number of applications to review in a timely manner within their meeting schedule.

The initial evaluation team will review, score and rank the submissions based on the following criteria, as well as meet for discussion.

- 1.) **Previous body of work/ design aesthetic and artist excellence** (10 points max)
- 2.) **Design – originality, relevance and connection to the project theme(s)** (10 points max)

#### **Stage Two: Selection Panel (Arts, Culture and Heritage Commission)**

The Selection Panel consists of the 9 member Arts, Culture and Heritage Commission (ACHC).

The ACHC will individually review, score and rank the submissions based on the same criteria in Stage One above, as well as meet for discussion in order to come to consensus on the artist(s) they would like to award the 10 Hearts to.

Upon final selection, the selected artists will be required to enter into a contract with The City of Wilsonville.

**Statement of Qualifications – SUMMARY FORM**

**Legal Name of Applicant**

\_\_\_\_\_

**Birthdate (Month/Date/Year)**

\_\_\_\_\_

**Full Mailing Address (include City, State & Zip)**

\_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Social Media** \_\_\_\_\_ **Website** \_\_\_\_\_

**Do you have experience painting on 3-D surfaces? Y/N**

**Do you have a studio space/space to work that is large enough to accommodate the heart sculpture? Y/N**

**Do you have the means to transport the heart sculpture to and from Wilsonville? Y/N**

ACKNOWLEDGEMENT LETTER *City of Wilsonville HeARTs of Wilsonville*

The undersigned artist (“Artist”) has responded to the Call for Art for The City of Wilsonville HeARTs of Wilsonville. By signing and submitting its response materials (“Artist’s Work”) to the City of Wilsonville (the “City”), Artist certifies and agrees as follows:

1. Artist’s Work is Artist’s own original work, and has not been created by another person (i.e., the Artist’s Work has not been plagiarized, or duplicated without modification).
2. Artist’s Work does not contain any material misrepresentations (i.e., false or misleading statements of fact).
3. Artist understands that there is no stipend or compensation for completing and submitting the Call for Art Application. Only the artists awarded a heart will be compensated. The selected artist(s) will be required to sign a contract agreement with The City of Wilsonville.
4. If an Artist is under 18 and gets selected for the project, an adult must co-sign their contract.

\_\_\_\_\_ Signature of Artist \_\_\_\_\_

Date

\_\_\_\_\_

# HeARTs of Wilsonville

## Heart Sculpture

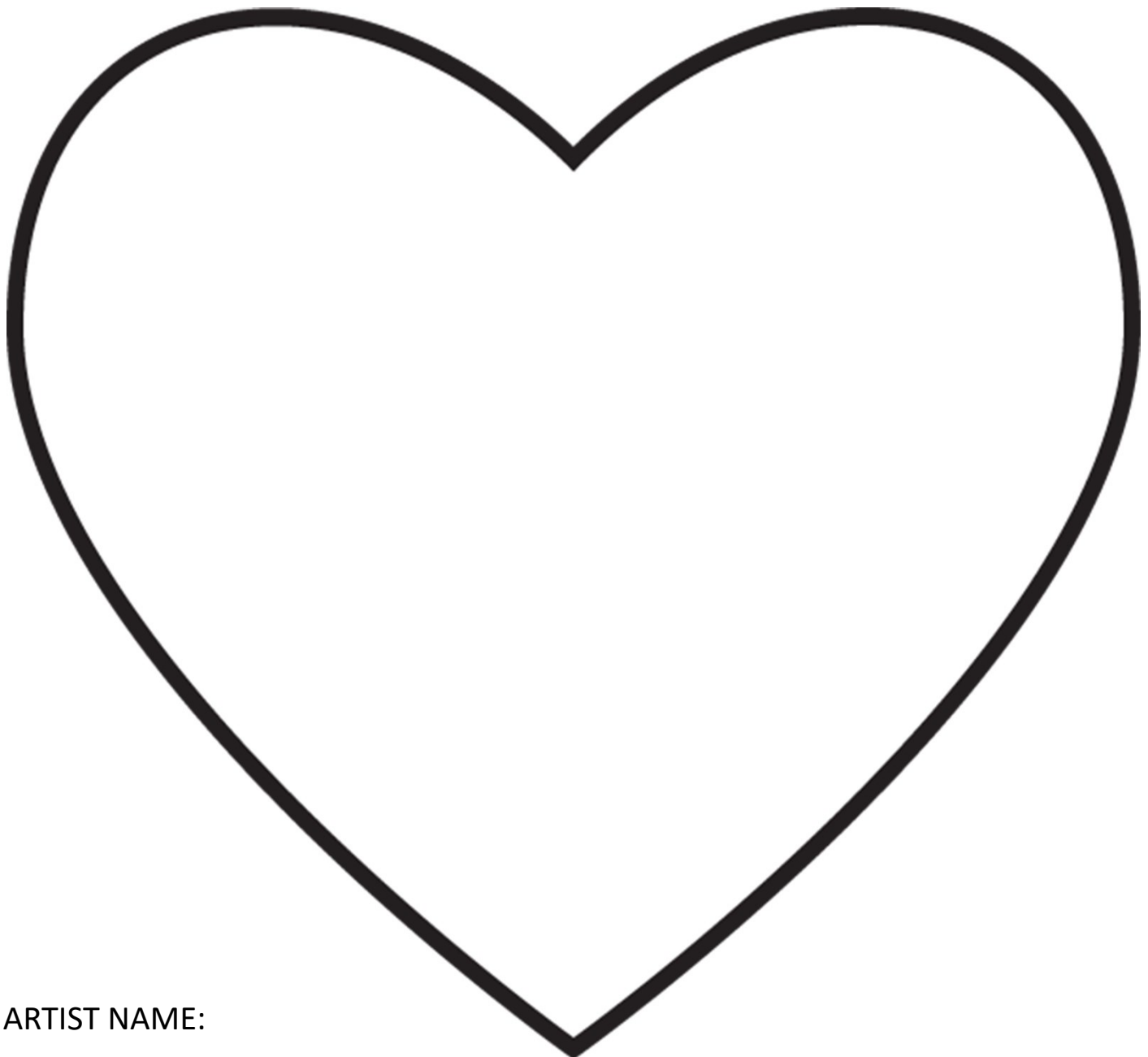
52 inches tall X 52 inches wide X 10 inches depth

**FRONT**

**Themes (please select one per design):**

\_\_\_\_\_ Many Cultures, One Heart

\_\_\_\_\_ Wilsonville Themed



ARTIST NAME:

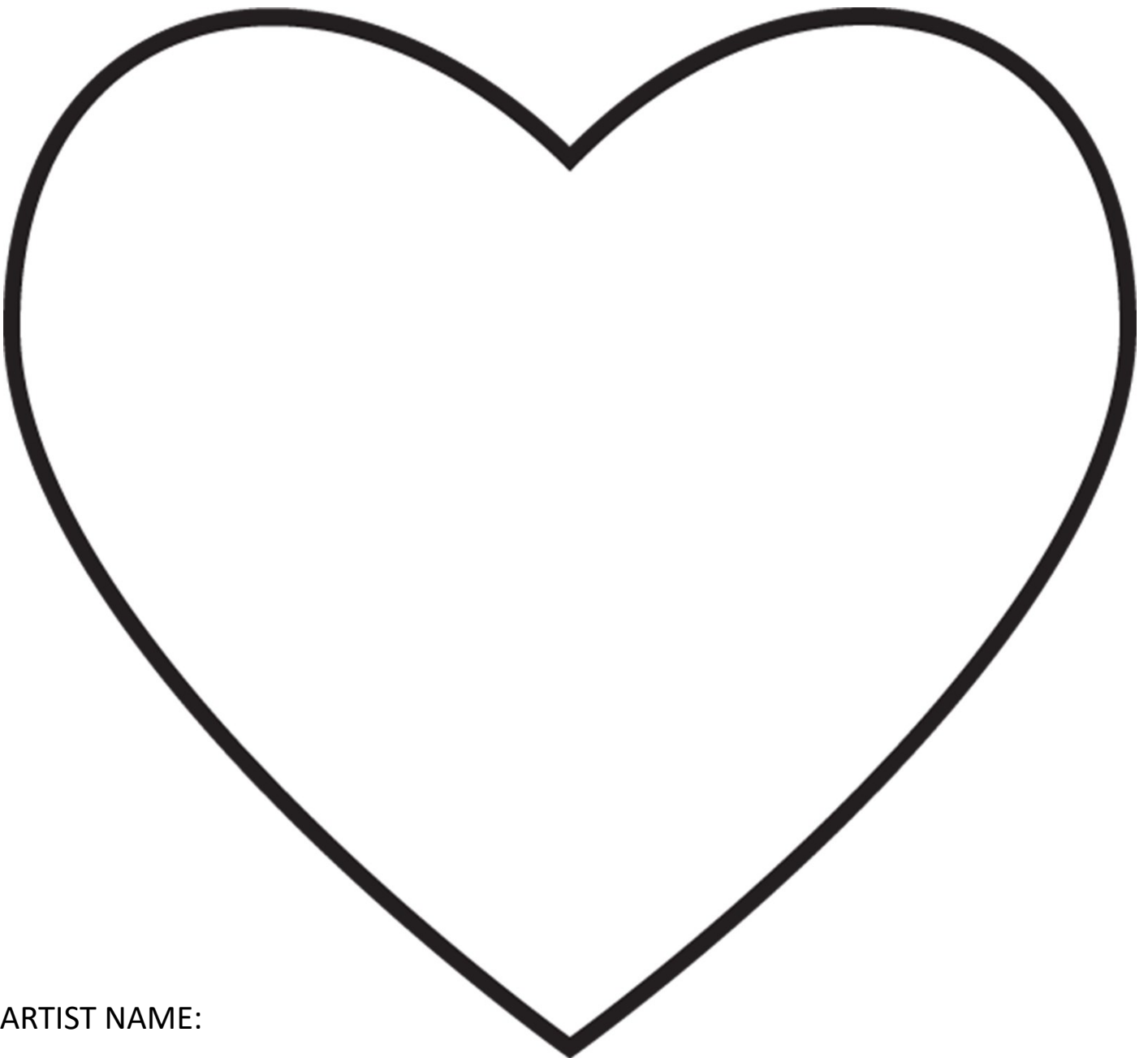
\_\_\_\_\_

# HeARTs of Wilsonville

## Heart Sculpture

52 inches tall X 52 inches wide X 10 inches depth

BACK



ARTIST NAME:

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## Arts, Culture & Heritage Commission Staff Report

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**Date:** August 21, 2024

**From:** Erika Valentine, Arts & Culture Program Coordinator

**Deb Zundel, ACHC Chair**

**Subject:** ACHC Speaker Series

### **Recommended Action:**

Provide input and direction on ACHC planning and hosting an Arts Related Speaker Series. The goal is to assess interest of the ACHC on pursuing this program.

The ACHC should also make a motion and vote on if they would like to move this forward as well as if they recommend the Opportunity Grant as a funding source for this program.

### **Background/ Information:**

There is interest in pursuing an Arts Speaker Series which would invite artists, creatives, historians, etc. to talk about their work, inspiration, process, a specific project, etc.

For visual artists this could include an open studios component on a separate day/time.

For musicians the session could include a performance.

Staff is recommending planning for 3 – 4 sessions to take place in the spring and/or summer 2025. In order to be cognizant of technical needs (microphones, amplification, etc.) and rental costs, staff recommends only utilizing City facilities such as the Wilsonville Library, Tauchman House, or the Stein Boozier Barn. The Series should also try to get into the Spring and Summer Activity Guide as a marketing resource.

### **Next Steps:**

The ACHC should establish what ACHC members are interested in leading this charge and establishing a subcommittee to report back to the full ACHC.

The following is a high level list of what needs to be determined:

- Who the speakers are
- Dates, times, location
- Descriptions for marketing
- Budget (stipend to presenters, refreshments, etc.)
- Funding source

**Budget/ Funding:**

There is currently no dedicated funding for this program. The Parks and Recreation Department has the [Opportunity Grant](#), which is reviewed by the Parks and Recreation Advisory Board which can be utilized.

The Community Opportunity Grant program, with funds distributed twice per year for a total of \$25,000, provides funding for a wide range of local programs and projects in Wilsonville. Funds for the Opportunity Grant program come from the City's general fund. Successful applications for the Community Opportunity Grant program include proposals aimed at promoting education, diversity, arts, community involvement in the city and those programs that will benefit youth and the older adult population.

The ACHC could apply for this grant, with staff administrative support. A member(s) of the ACHC would be responsible for presenting to the Parks and Recreation Advisory Board.

**Opportunity Grant dates:**

The next deadline for grant submissions is Friday, September 20, 2024.

Review Date is Thursday, October 10, 2024.

There is \$12,500 total available for this cycle as they split the \$25,000 into two cycles.

If the above dates do not work or are not preferred there will be another cycle in the Spring of 2025.

**Example Proposed Budget:**

\$350 per speaker X 4 sessions = \$1,400

\$50 Refreshments X 4 sessions = \$200



## Arts, Culture & Heritage Commission Staff Report

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**Date:** August 21, 2024

**From:** Erika Valentine, Arts and Culture Program Coordinator

**Subject:** Pride Mural Project and Event Wrap Up

**Recommended Action:**

Read Staff Report and provide feedback to staff to implement for Pride 2025

**Background:**

The ACHC in collaboration with DEI commissioned artist Lauren 'Ren' Kyles to create a temporary mural for Pride Month which was installed and up for the month of June. The purpose and goal of the mural was to provide visual representation to uplift, recognize and celebrate the LGBTQIA+ community and celebrate and honor Pride Month.

The Call for Art was issued in March and only 2 applications were received. Staff is recommending to not issue a Call for Art application for 2025 but rather hand select a few artists that may be a good fit for the opportunity, and present those options to the Panel. The artist selected would enter into a contract with the City and create a design based on Panel input and recommendations.

In addition to the mural itself, there was a reception to 'unveil' the mural and celebrate Pride. The event included a story time from the Library and treats. The Artist also did a Q&A about her work and process. Additional elements could be added to next year's event, pending budget constraints, staffing, etc.




# PRIDE MONTH MURAL RECEPTION



The Arts, Culture, and Heritage Commission (ACHC) and the Diversity, Equity and Inclusion (DEI) Committee are presenting a mural at the Parks and Recreation Building, painted by an Oregon artist to celebrate Pride Month!

Join us for the Pride Month Mural Reception! The mural will be viewable all of June for Pride Month and you can pick up your very own Wilsonville Pride Pin. Light refreshments will be served.

**Saturday, June 1, 2024  
2-4 pm at Town Center Park**



WILSONVILLE PRIDE PIN

