ARTS, CULTURE, AND HERITAGE COMMISSION AGENDA

March 15, 2023 at 5:00 PM

Wilsonville City Hall

PARTICIPANTS MAY ATTEND THE MEETING AT:
Wilsonville City Hall, 29799 Town Center Loop E, Wilsonville, OR
You can watch the meeting here: https://us02web.zoom.us/j/85229424433

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:
Register with Erika Valentine:
EValentine@ci.wilsonville.or.us or 503-570-1629
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:
Erika Valentine - Wilsonville City Hall
29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER [5:00 PM]

1. Roll Call

CONSENT AGENDA [5:02 PM]

2. Approval of Minutes: 2.15.2023

CITIZEN INPUT [5:05 PM]

COMMISSION BUSINESS [5:10 PM]

3. Public Meetings, Public Records, and Ethics Presentation (Guile-Hinman) 5:10 PM

4. Community Cultural Events & Programs (CCEP) Grant Preparation (Stevenson) 5:40 PM

5. Tivoli Park Artist Selection (Valentine) 6:10 PM

STAFF REPORTS

6. Upcoming Programs and Events

ADJOURN

NEXT MEETING
WED APRIL 5, 2023 6:00 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 Laura Ruggles, Program Coordinator at 503-783-7529 or ParksandRec@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.

Habrá intérpretes disponibles para aquéllas personas que no hablan Inglés, previo acuerdo. Comuníquese al 503-783-7529.

ARTS, CULTURE, AND HERITAGE COMMISSION MINUTES

February 15, 2023 at 5:00 PM

Wilsonville City Hall

PARTICIPANTS MAY ATTEND THE MEETING AT:
Wilsonville City Hall, 29799 Town Center Loop E, Wilsonville, OR

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29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER [5:00 PM]

1. Roll Call

   PRESENT
   Member Elaine Swyt
   Member Angela Sims
   Member Joan Carlson
   Member Benjamin Mefford
   Member Susan Schenk
   Member Deborah Zundel
   Member David Altman

   ABSENT
   Member Jason Jones (Excused)
   Member Steven Traugh (Excused)

   EX OFFICO/ CITY STAFF PRESENT
   Mayor Julie Fitzgerald, City Council Liaison
   Kris Ammerman, Parks and Recreation Director
   Shasta Sasser, Library Director
   Erika Valentine, Arts and Culture Program Coordinator
   Bill Flood, Consultant

CONSENT AGENDA [5:02 PM]

2.   Approval of Minutes: 1.18.2023

Motion made by Member Carlson, Seconded by Member Schenk. Voting Yea: Chair Zundel, Member Mefford, Member Sims, Member Altman, Vice Chair Swyt

CITIZEN INPUT [5:05 PM]

There was no citizen input.

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

Valentine prefaced the group about upcoming Tivoli Park Art Opportunity. Member Schenk provided an update on potential for hosting a strategic plan workshop for local nonprofits. Vice Chair Swyt also provided an update on Charbonneau Sculpture project for the Sacagawea.

COMMISSION BUSINESS [5:15 PM]

3.   Overview of Public Art Assessment

Valentine provided an overview of findings of the public art assessment which included maintenance, plaques, history, artist information, etc. Valentine mentioned some artist have done multiple pieces in the collection which is not typically common. She stayed that although there are 30 + pieces, no formal policies or procedures are in place currently, as well as no specific maintenance plan to make sure they stay in good condition for the future. Valentine said the glossary of terms in the packet are an education tool for the ACHC as they will be the first group reviewing future work and the main artist selection committee. Valentine mentioned in the future the process will be more of a back and forth between the ACHC/City and commissioned artist, whereas the majority of the current collection artists designed a piece individually and separately, without knowing the City was going to acquire it or where it would be located, which is why many pieces lack identity and are not site-specific. Valentine said also included is the packet are general policies/procedures examples and funding sources so the ACHC can have a general idea of both. Member Altman asked whether or not a public art subcommittee is needed at this time. Member Sims said learning the history was helpful and that some info that stood out was figuring out the maintenance plan, address signage issues, lighting, etc. Chair Zundel noted the success of the Graham Oaks art due to cohesion and identity and mentioned having some kind of informative artist talks or speaker series. Member Sim's idea was to have a scavenger hunt taking people to the various public art. Member Mefford suggested that long term, there should be separate subcommittee(s) to break up the many tasks related to public art. He also requested a strategic plan with two tracks: one being the percent for art ordinance, importance of commissioning specific and engaging work that is in response to community and ACHC needs, and the 2nd track continuing to evaluate what we already have such as moving pieces and maintaining, signage and lighting. Member Mefford also mentioned the importance of starting on the percent for art ordinance in order not to miss any upcoming capital projects coming up such as the pedestrian footbridge. Valentine mentioned that as new parks are being built and developed, the parks maintenance team are able to consult her in the design phase and think of things for art, such as not texturing a bathroom wall but keeping it smooth for a mural. Chair Zundel asked how to get an ordinance going and Valentine said she thought staff/Bill Flood would work on the development of the ordinance that would best meet the City's

needs, but that many City departments would need to weigh in and provide critical input and that a draft would come back to the ACHC. Mayor Fitzgerald said this group (ACHC) would research, come up with a draft, and staff would write a staff report summarizing their recommendations with background info about percentage of art ordinances. Mayor Fitzgerald also said City Council may have a work session to then discuss, asked clarifying questions, etc. Member Altman suggested the group (ACHC) make the key policy decisions such as private vs. public funding, the % amount, etc. which would be used as a starting point and then get feedback prior to developing the actual ordinance. Member Swyt wanted to learn what the implications (pluses or minuses) are about the varying policy decisions regarding an art ordinance. Valentine told the group it is important the ordinance and policy caters specifically to what the ACHC and greater community want to see and that there's a lot of variance between different policies such as in private development, developers can use the percentage for public art at their development site or instead can put that percentage funds into a City's public art fund and those funds would be available for public art but not necessarily at the developer's site. Flood explained that each funding model for public art has pluses and minuses. He also said ideally the various City departments (planning, finance, etc.) work together to develop the best model for Wilsonville. Flood also explained there can be incentives for developers for public art (i.e Portland Pearl District developments can gain bonus points for adding amenities like public art / gallery space and can build higher). Member Carlson reiterated that the existing 30 pieces need some attention and we should continue to assess on location placements, maintenance, cleaning, signage, etc. Valentine said that looking at what we have and where we are going can be happening simultaneously. Valentine mentioned there used to be a maintenance plan however with staff changing there has not been maintenance in plan for a decade. Flood also pointed out not every piece is City Owned – such as some are Metro owned. Member Swyt mentioned the suggestion for touring the pieces and that it would help them as they make future decisions. Zundel also mentioned touring the pieces to assess the location and signage. Mayor Fitzgerald mentioned that on City website there is a section on 'projects in permitting' to know what projects are coming up, and staff will know what is coming up to keep the group informed. Chair Zundel also reminded the group about the online map of pieces to get started. Member Mefford suggested staff bringing five ordinances for examples for the ACHC to look at.

STAFF REPORTS [6:10 PM]

4.   Upcoming Programs and Events

Valentine mentioned the page in the packet with upcoming programs and events.

COMISSION ANNOUNCEMENTS [6:15 PM]

There were no additional announcements

ADJOURN

The meeting was adjourned at 6:25 PM.

NEXT MEETING
Wed March 18, 2023 6:00 PM

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hours prior to the meeting by contacting Laura Ruggles, Program Coordinator at 503-783-7529 or ParksandRec@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.

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Public Meetings, Public Records, and Ethics

Amanda Guile-Hinman

City Attorney

March 15, 2023

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Public Meetings

- ORS 192.610 – 192.695

- Relevant Definitions:

  – "Governing Body" – members of public body with authority to make decisions for or recommendations to a public body

  – "Public Body" – includes the City and any board, department, commission, council, committee, or other advisory group

  – "Meeting" – convening of a governing body for which a quorum is required in order to make a decision or deliberate toward a decision

- Quorum of the ACHC is a majority (5) of voting members

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Public Meetings (cont.)

- Meetings of the ACHC must be open to the public and people must be permitted to attend
    - Trainings are not "meetings" if no substantive issues discussed

- Decisions of the ACHC must be made during a public meeting

- Legal Requirements of a Public Meeting
    - Notice
    - Located within the City's jurisdiction
    - Accessible location
    - Minutes

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Communications Outside of Public Meetings

- ## When a quorum (majority)
  - No communications to decide or deliberate toward a decision on any matter
  - Serial communications can create a quorum
    - Don't "Reply All"

- ## When not a quorum
  - Generally can discuss a matter (except quasi-judicial)
  - Best practice is to have discussions at the public meeting only

- ## When in doubt
  - Talk with staff
  - Avoid talking with other Commissioners

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Types of Decisions

- Legislative
  - Sit in the role of policymaker
  - Widely-applicable policies

- Quasi-Judicial
  - Sit in role of judge
  - Evaluate facts and apply specific rules or policies
  - Concerns about *ex parte* contact outside of meeting

- Administrative
  - Internal workings of City
  - Generally, not the type of decisions that require a vote

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11

Public Records

- ORS 192.001-192.607

- Purpose
  - Informed public – what is the government doing?
  - Historic knowledge – how did our government get us here and why?

- What is a public record?
  - Prepared, owned, used, or retained by the City
  - Relates to any activity, transaction, or function of the City
  - Is necessary for the fiscal, legal, administrative, or historical policies, requirements, or needs of the City

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12

Public Records (cont.)

- What is <u>not</u> a public record?
  - Extra copies of the same document
  - Messages on voicemail (if emailed, becomes a public record)
  - Spoken communication that is not recorded
  - Not relating to conducting City business

- Who is subject to the Public Records Law?
  - All public bodies
  - Includes Council and Committees of the City

- Cities must maintain all public records in accordance with state-mandated retention schedules
  - OAR 166-200-0200 – OAR 166-200-0405

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Ethics

- ORS Chapter 244 and OAR Chapter 199

- All Public Officials must comply

- Are You a Public Official?
  - Member of a City advisory board

- Prohibited Use of Office
  - The "But For" Test
    - Cannot use or attempt to use position to obtain financial benefit if it would not be otherwise available
    - Applies to public official, public official's relatives, public official's household, and any of their businesses

- Gifts
  - Received by public official, relatives, or household members
  - Legislative or administrative interest
  - Not available to the public
  - Limited to $50 per calendar year per source

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Ethics – Conflict of Interest

- Potential and Actual Conflicts of Interest
  - Potential: take official action that <u>could</u> financially impact:
    - The public official
    - The official's relatives
    - A business with which the official is related
  - Actual: take official action that <u>would</u> financially impact official, relatives, or business

- If a Potential Conflict:
  - Announce potential conflict prior to taking any action on the matter
  - Can still participate

- If an Actual Conflict:
  - Announce conflict and refrain from participating in official capacity in any discussion or in voting on the matter

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15

Resources

- Oregon Attorney General's Public Records and Public Meetings Manual
    - https://www.doj.state.or.us/wp-content/uploads/2019/07/public_records_and_meetings_manual.pdf

- League of Oregon Cities' Elected Essentials Videos and Online Books
    - https://www.orcities.org/education/training/elected-essentials
    - https://www.orcities.org/application/files/2515/7427/7942/LocalGovernmentBasics-Updated11-20-19web.pdf
    - https://www.orcities.org/application/files/5615/7487/0571/2018_EE_Binder_-_Final.pdf

- Oregon Government Ethics Commission's Guide for Public Officials
    - https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf

WILSONVILLE OREGON

Arts, Culture & Heritage Commission Staff Report

Date: March 15, 2023

From: Brian Stevenson, Recreation Program Manager

Erika Valentine, Arts & Culture Program Coordinator

Subject: Community Cultural Events & Programs (CCEP) Grant Preparation

Recommended Action:
Review the CCEP Grant information including but not limited to guidelines, rubric, applicant presentation process, etc. in order to be well prepared for the official grant application review meeting taking place in April where the ACHC will be making recommendations on the disbursement of funds.

Background:
The CCEP Grant has replaced the Community Tourism Grant which for the last 20+ years, has funded ongoing community events such as the Wilsonville Arts Festival, the Wilsonville Summer Concert Series, and Fun in the Park, as well as funded other arts, culture, and heritage related programs. Given the applicant and award history of the previous grant, staff's intention was to not completely start over with the purpose of the CCEP Grant, but rather to make subtle adjustments to tighten the scope in order to focus funding in support of arts, culture, and heritage programs.

The grant focus and types of projects to be considered was intentionally created to be wide-ranging and purposely open-ended.

The summary listed online is as follows: Wilsonville Non Profit Organizations are encouraged to apply to the 2023 Community Cultural Events & Programs (CCEP) Grant. The grant is intended to aid local Non-profits to produce projects, programs, or events that promote arts, culture, history and heritage; and for festivals and special events for the benefit of the Wilsonville Community. Funding for this grant program is $25,000 (total) – which is disbursed to multiple organizations. The City of Wilsonville's Arts, Culture and Heritage Commission will be reviewing applications to make recommendations to the City Council according to the criteria and the intent of the grant program. The funds are made available from the City of Wilsonville General Fund.

At the July 20, 2022 ACHC meeting, the Commission extensively discussed the grant as it will be administered by the ACHC. A motion was made to approve the focus and types of projects to be considered as part of the CCEP Grant as well as to direct staff to complete the grant application to ensure projects submitted meet the ACHC's desired outcomes.

The retooled CCEP Grant was approved with City Council at their November 21, 2022 meeting.

The grant materials were posted online in January. Staff has marketed the grant opportunity on City social media, Boones Ferry Messenger, local/state Arts Organizations, as well as emailed to previous applicants. The deadline for Submission is March 22, 2023.

The CCEP Grant review will take place on April 5, 2023 at 6:00pm.

As you review the grants you should be thinking about:

- Does the application meet the criteria of the CCEP Grant as outlined in the Grant Guidelines document?
    - How does information provided contribute to the items on the Scoring Rubric?
- Does the budget provided describe how the funds will be spent?
    - Budgets should be detailed, not generalized, and clearly explain how awarded funds are going to be used.
- Does the application and project have a reasonable timeline for completion?

How the review process will work:

- ACHC members should read the grant application and grant guidelines prior to the meeting, and complete their scoring rubric. The rubric can be adjusted once ACHC members hear the presentation from the applicant and go through the Q and A session.
    - Applications and scoring should not be discussed with ACHC members ahead of the public meeting.
    - Questions regarding the application should be directed to City staff.
- Once the meeting begins, the applicant will have 3 minutes to tell the ACHC about their project.
- After their 3 minutes, the ACHC will have the opportunity to ask any clarifying questions they may have. As a Commission, please limit this Q & A to 5-10 minutes per applicant (if you don't have any questions, that's ok too).
- Following the Q & A, ACHC members will have an opportunity to discuss and share their thoughts/comments.
- Once all comments are shared, ACHC members will need to decide if they want to award the available funds and how much.
- This has typically been done with one member making a suggestion, others having an opportunity to comment or suggest an adjustment.
- At a point when the ACHC appears to be on the same page, a motion to award grant funds will be needed. A "second" of that motion will also be needed.   At that time an opportunity for discussion is allowed before taking a vote on the motion. If the vote passes, the process is complete. If the vote does not pass, another motion will be needed and the above process repeated until a passing vote is accomplished.

The ACHC's recommendation by way of their motion would then get forwarded onto City Council for final approval.

Attachments:
CCEP Grant Guidelines
CCEP Grant Application
Commission Scoring Rubric

Purpose

The grant is intended to aid Wilsonville non-profit organizations to produce projects, programs, or events that promote arts, culture, history, and heritage; and for festivals and special events for the benefit of the Wilsonville community. The grant program seeks to stimulate participation in local culture.

Types of Projects to be Considered

- A new project or event that would further arts, culture, history, or heritage for the benefit of the Wilsonville community.
- An annual Wilsonville event with the introduction of new or expanded attractions or partners that engages Wilsonville's artists, craft persons, and creatives.
- Media advertising, public relations, or marketing campaigns/projects in support of arts, culture, history, or heritage projects or events.
- Program improvements that increase access to arts, culture, history, and heritage for special populations including newcomers to Wilsonville, low-income residents, ethnic minorities, and others that may not feel included in community life.

Applicant Criteria

1) Applicant must be a qualified tax exempt or non-profit organization.

2) Only one City grant per fiscal year (July – June) will be awarded to any one organization.

3) Project/event must take place within the Wilsonville city limits

4) An organization that is awarded a grant will only be considered for a grant in future funding cycles if the previously awarded grant project has been completed and complied with grant procedures, including filing a final financial statement and project evaluation.

Funding

Funding for this grant program is $25,000, which is disbursed to multiple organizations. The funds are made available from the City of Wilsonville general fund.

Process

The online application for the City of Wilsonville Community Cultural Events and Programs Grant will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- Applicants are strongly encouraged to attend the meeting of the City's Arts, Culture, and Heritage Commission to make a brief presentation. The presentation will be limited to a maximum of three minutes. The best use of this time is to emphasize the importance or impact of your project, service, or program, not to recap or review your written material.

  This meeting is scheduled on: Wednesday, April 5, 2023 at 6:00pm.

- Please be sure that your request satisfies the conditions of the grant and that you provide all the information requested. Incomplete applications will not be considered.

Evaluation Criteria

The City of Wilsonville's Arts, Culture, and Heritage Commission will review applications and m funding recommendations to City Council according to the criteria and the intent of the grant program.

Items to Address in Application

1) The project must demonstrate a clear need for financial assistance. Factors such as all other available financial resources and the organization's total budget will be considered.

2) The project must demonstrate potential to further arts, culture, history, or heritage. Consideration will be given to the uniqueness and quality of your project.

3) Projects receiving grant funds must be completed by December 31, 2023.

4) The project must provide evidence of equal matching resources other than the grant.

- Matched resources may be in the form of in-kind donations or cash.

- Matching funds must be documented and must be committed prior to the distribution of grant funds.

5) Annual events must show continued access to additional supporting funds other than City resources.

Important Financial Information

1) The total maximum amount to be granted is limited to $25,000. Full funding is rare due to the number of applicants competing for the available funds.

2) If an organization is awarded and accepts funds less than their request, they will be expected to fulfill the project as presented in their application or notify the City of alterations of the goals of the project. If a project is cancelled for any reason, any grant funds must be returned to the City of Wilsonville.

3) Upon receipt of grant funds, the administering organization agrees to be bound to the commitments of their application. If it is determined that grant monies are used for any item not specified within the grant application, or in the timeline specified, the funds in question must be returned to the City of Wilsonville.

4) The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.

5) The final report must include financial income and expense statements related to the project and a copy of any publicity or printed materials that include the statement acknowledging the source of funds. List your achievements, and accurately verify attendance and/or people served.

If you have any questions, please contact:
Brian Stevenson, Program Manager – Parks and Recreation Department
(503) 570-1523
stevenson@ci.wilsonville.or.us

Community Cultural Events and Programs Grant Application

Community Cultural Events and Programs Grant Application

Applicant Information

Project Title *

Applicant Name *

Registered Tax Exempt Number (if applicable)

Applicant Street Address *

City *

State *

Zip *

Contact (Name) *

Title *

Applicant Telephone *

Applicant Email *

Project Duration: Start Date *

Estimated Completion Date *

Project Budget

Total Project Budget *$

Applicant Cash Match (a) *$

In-Kind Resources (b) *$

Total Applicant Match (a+b) *$ [   ]

Grant Request *$ [   ]

Budget Summary

Download the **Project Budget worksheet and Organization Budget worksheet here** (under supporting documents), complete the worksheets, and submit below.

Project Budget *

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match. (Attach excel spreadsheet)

Files must be less than **2 MB**.

Allowed file types: **pdf xls xlsx**.

Organization Budget *

Organization Budget: This budget shows how this project fits into your organization. The project should be shown as a line in this budget. (Attach excel spreadsheet)

Files must be less than **2 MB**.

Allowed file types: **pdf xls xlsx**.

Project Narrative Questions

Provide a project description *

How will your project promote arts, culture, history, or heritage in Wilsonville *

How will your project benefit the Wilsonville Community? *

[text box]

What are your organization's goals for this project? (Use measurable data if possible.) How will you know that you succeeded in your goals? *

[text box]

If this is an annual event for which you have received Community Cultural Events and Programs Grant funding in the past, what new or expanded attractions or partners have been added? (Please note: annual events must add attractions or partners in order to be eligible for grant funding.) *

[text box]

How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.) *

[text box]

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will

acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

Signature *

Type Name Here

Date Signed * | Tue 3/7/23 |

I Accept *

○   Yes

Final Report From Previously Awarded Grant (if applicable)
Final Report: Attaching the final report from your organization's most recent Opportunity Grant is a requirement in order to be eligible for funding.
Files must be less than **2 MB**.
Allowed file types: **pdf doc docx**.

COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT SCORING
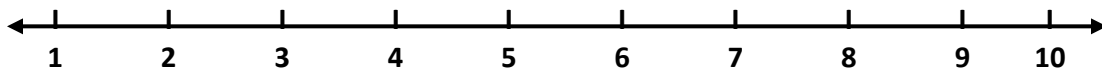
ACHC Member Name _____ APPLICANT Name _____

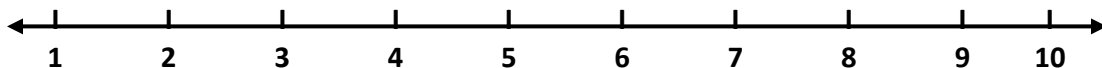1. **Project ability to promote arts, culture, history or heritage in Wilsonville:**

   1   2   3   4   5   6   7   8   9   10
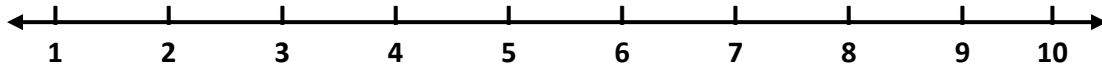
2. **Project ability to benefit the Wilsonville Community:**

   1   2   3   4   5   6   7   8   9   10
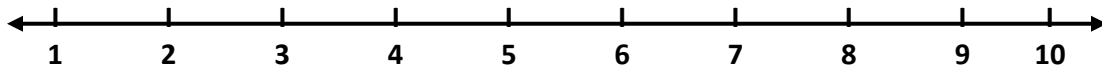
3. **Project clearly demonstrates a need for funding support:**

   1   2   3   4   5   6   7   8   9   10

4. **Applicant/organization is well suited to produce the project/program:**

   1   2   3   4   5   6   7   8   9   10

5. ***This Q is only applicable if this is an annual event for which the organization has received Community Cultural Events and Programs Grant funding in the past)**

   The organization has planned new additions or expanded attractions or partners:

   YES ☐   NO ☐

6. **Project completion date by December 31, 2023:**

   YES ☐   NO ☐

   TOTAL ☐

Panelists have broad leeway to use this scoring system as a tool to help guide discussion and make decisions about funding (I.e. giving total or partial funding, not funding, etc.) The score is not indicative of the allocation of funding.

WILSONVILLE
OREGON

Arts, Culture & Heritage Commission Staff Report

Date: March 15, 2023

From: Erika Valentine, Arts & Culture Program Coordinator

Subject: Tivoli Park Art

Recommended Action:
Review and discuss the proposed artist options and their work examples.
Will need a motion that states the ranked list of Artists in preference order.

Background:
A 1 ft X 8 ft painted tile mural was previously installed at Tivoli Park located in the Villebois neighborhood on November 2022. The artwork was originally painted by a youth Girl Scout troop before the pandemic which is why installation was delayed. Soon after installation the top layer of the tiles began to chip and flake off. It is presumed that the reason for the damage is that indoor tile was used, thus not meant to withstand the rain and snow and low temperatures. Staff concluded that the existing art was not salvageable and the best course of action would be to remove the work, start over, and commission a professional artist to create a unique site-specific piece.

Due to the nature of site and that it is already prepped for tile, the proposed artist options work in mosaic and tile. The site is located in a park, near a rose garden, and is low to the ground. The area of artwork installation is fully surrounded in a stone venire. Staff have selected the artist options based on proximity to Wilsonville, their scope of work and if they have already completed similar projects before, skill/ability and interest/availability in this project.

In addition to discussing the artists and their work samples, the ACHC should consider and discuss what they want to accomplish with this piece of art. Establishing the goal for the piece will be able to help guide the artists design. The ACHC should also discuss if there are any themes or colors they may want to see reflected in the design. This direction should be kept fairly open-ended to give creativity and ownership to the selected artist.

Next Steps and Timeline:
Following this meeting staff will contact the ACHC's first choice artist recommendation. If they accept, the contract process would begin. Due to the funds being available in this current fiscal year the work must be installed by June 30, 2023. Due to the tight timeline of this project, the selected artist will not return to a future ACHC meeting, however they will be communicating to staff who can relay any pertinent information and developments back to the ACHC.

Estimated Budget:
The contract will be up to $5,000.

Attachments:
Images of Location
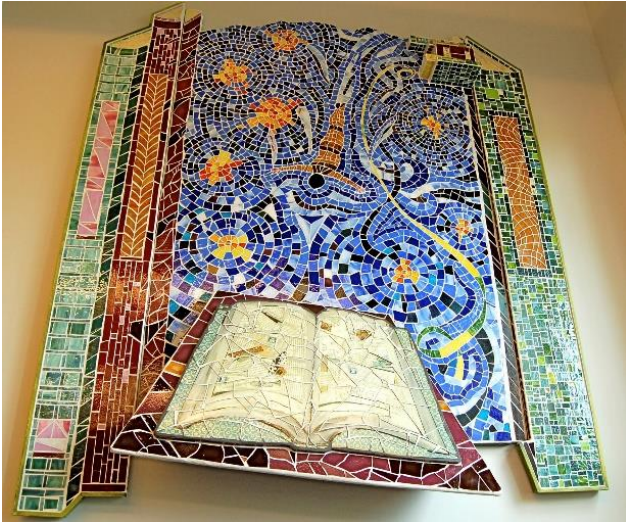Artist Information

Site Location within Tivoli Park:

Artist 1
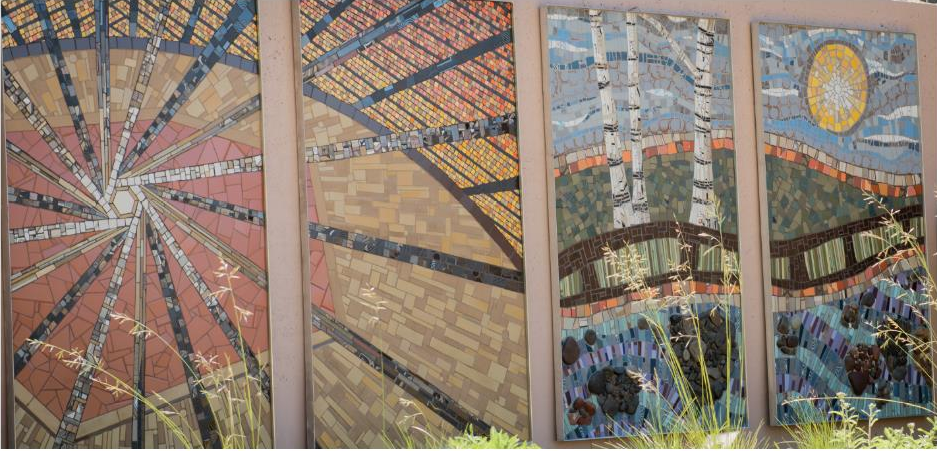## MARK BRODY
Location: Portland, OR
https://markbrodyart.com/

Artist 2
ROCHELLE ROSE SCHUELER
Location: Bend, OR
www.wildroseartworks.com

Artist 3
KAREN RYCHECK
Location: Portland, OR
https://breadandbutterstudios.com/
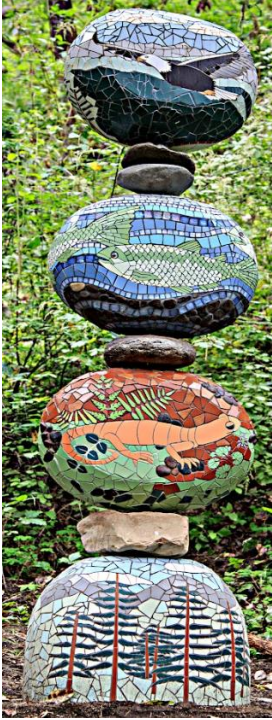
Artist 4
JENNIFER KUHNS
**Location: Olympia, WA**
http://jkmosaic.com/

Upcoming Arts & Culture in Wilsonville

Diversity, Equity and Inclusion (DEI) Lecture Series

To educate the community by shedding light on the history and/or the lived experiences of people in historically-marginalized segments of our population, the City of Wilsonville's Diversity, Equity and Inclusion (DEI) Committee has scheduled a free five-event lecture series to be held at locations throughout Wilsonville.

See the full lineup of lectures at ci.wilsonville.or.us/dei
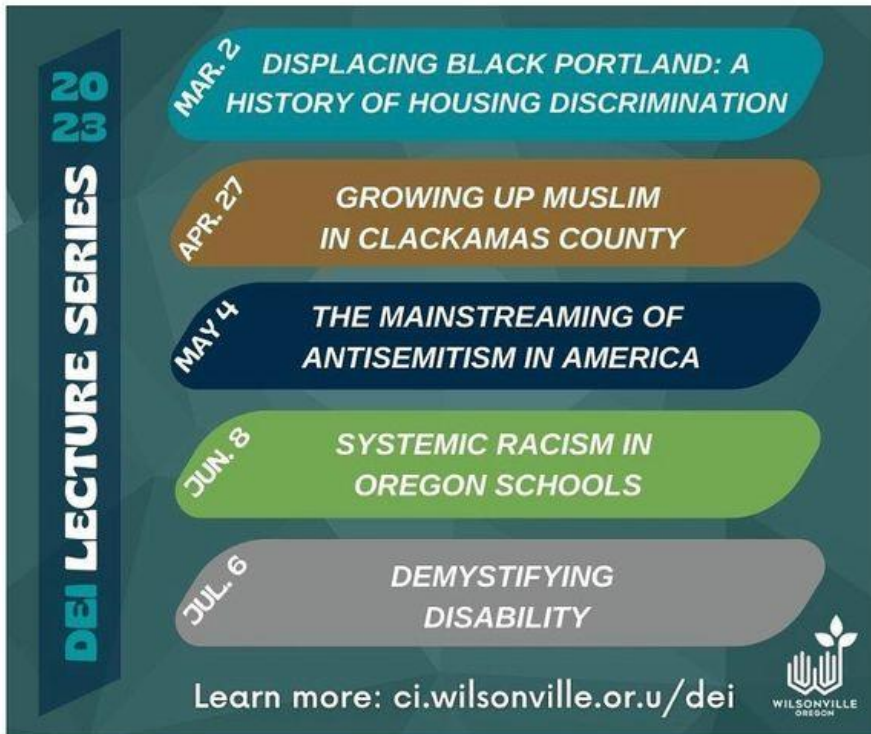
Book Notes Concerts

The Library stacks are alive with the sound of music! Join us for free concerts by local musicians. Sponsored by the Friends of the Wilsonville Library.

Saturday April 8, 2023 at 2pm

 Bernie Sims, singer-songwriter