



ARTS, CULTURE, AND HERITAGE COMMISSION AGENDA

April 20, 2022 at 3:30 PM

Virtual - Zoom at <https://us02web.zoom.us/j/86761163401>

CALL TO ORDER [3:30 PM]

1. Roll Call
2. Welcome/Introductions

CITIZEN INPUT [4:15 PM]

COMMISSION GUIDELINES/EXPECTATIONS DISCUSSION [4:20 PM]

FUTURE MEETING DATE/TIME DISCUSSION [4:30 PM]

OFFICER ELECTION DISCUSSION [4:40 PM]

HOMEWORK ASSIGNMENT [4:50 PM]

1. Review ACHS; bring thoughts on priorities for May meeting

ADJOURN [5:00 PM]

NEXT MEETING Wednesday, May 18, 2022 at 4:00 PM

To submit public comments, email parksandrec@ci.wilsonville.or.us by 12:00 PM on the day before the meeting date or mail comments to Arts, Culture, and Heritage Commission, C/O Kris Ammerman, Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070.

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 parksandrec@ci.wilsonville.or.us or 503-783-7529: assistive listening devices (ALD), sign language interpreter, 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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ARTS, CULTURE, AND HERITAGE COMMISSION MINUTES

April 20, 2022 at 3:30 PM

Virtual - Zoom at <https://us02web.zoom.us/j/86761163401>

CALL TO ORDER

Meeting was called to order at 3:33 pm.

1. Roll Call

PRESENT

Member Joan Carlson

Member Elaine Swyt

Member Deborah Zundel

Member Steven Traugh

Member Susan Schenk

Member Angela Sims

Member David Altman

Member Benjamin Mefford

ABSENT

Member Jason Jones (Excused)

EX-OFFICIO MEMBERS/CITY STAFF PRESENT

Mayor Julie Fitzgerald, City Council Liaison to ACHC

Mark Ottenad, Public/Government Affairs Director

Kris Ammerman, Parks and Recreation Director

Shasta Sasser, Interim Library Director

Bill Flood, Community Cultural Development Consultant

Laura Ruggles, Program Coordinator

2. Welcome/Introductions

Commission members, Ex-officio members, and City staff introduced themselves.

CITIZEN INPUT

There was no citizen input.

COMMISSION GUIDELINES/EXPECTATIONS DISCUSSION

Parks and Recreation Director Ammerman gave a brief history of how the Arts, Culture, and Heritage Commission (ACHC) came to be, how it was adopted as a City Council Goal for 2018-2020, and how the Arts, Culture, and Heritage Strategy (ACHS) document that was developed will be the foundation for the work of the ACHC moving forward. Public/Government Affairs Director Ottenad said that at the next meeting the group would delve more into the fifteen communities with arts/culture programs that influenced the ACHS, as well as the ACHS itself. Ammerman continued by sharing about the departmental support available to the ACHC through Parks and Recreation, Library, and Administration. Ottenad discussed the bylaws of the ACHC as determined by City Council resolution and that they were originally drawn from the ACHS document. He added that the ACHC will want to come up with actionable items within both a 5-Year Action Plan and an annual 1-Year Implementation Plan so that it can get things done. Ottenad also highlighted ways that the ACHC might make recommendations to the City Council and other City boards and staff as well as work with other partner groups and programs within arts and culture. Community Cultural Development Consultant Bill Flood talked about how survey results said that Wilsonville lacked a cultural identity and cultural community core. Ottenad added that survey results clearly indicated the desire to make cultural diversity, ethnic inclusivity, and accessibility for all community members a priority. Ottenad added that the ACHC will make recommendations to the City Council concerning the goals and disbursement of funds of the former 'Community Tourism Matching Grant Program' to a renamed 'Community Cultural Events and Programs Matching Grant Program' through the oversight of \$25,000 of grant funds annually. Ottenad then discussed the composition of the commission, which is made up of 13 members. Nine of those members are voting members with at least five being Wilsonville residents. Additionally, there are four ex-officio/non-voting advisory members. Currently, those four ex-officio/non-voting members are: Major Julie Fitzgerald, the City Council liaison; Kris Ammerman (or designee), the Parks and Recreation Director; Mark Ottenad, the Public/Government Affairs Director (or designee) who is representing the City Manager; and Shasta Sasser (or designee), the acting Library Director. Bill Flood added that any bridge building that can happen with the school will be a good thing. Ottenad discussed the qualifications to serve and Oregon ethic laws regarding conflicts of interests and how they might apply to commissioner's work on the ACHC. Ottenad also went over the staggered terms of appointment and the three-term term limit. Next, Ottenad talked about the commission organization and how the commission would elect a chair and vice-chair, as well as explaining that if a member misses three consecutive meetings without excuse they will be deemed resigned from the commission. Ottenad added that the ACHC may form subcommittees to focus on a particular issue, and that the inactive City Heritage Tree Committee is now an ACHC subcommittee. Ottenad shared that the ACHC shall meet at least four times each fiscal year and that it may meet with less than a quorum, which is five voting members.

FUTURE MEETING DATE/TIME DISCUSSION

Parks and Recreation Director Ammerman said the next meeting would be on Wednesday, May 18. Ammerman shared that the group largely preferred meetings before 5:00 pm, but that Member Jason Jones is a school teacher and would have a difficult time attending meetings during the school year before 5:00 pm. Member David Altman asked if all the meeting not be held after 5:00 pm. Mayor Fitzgerald suggested compromising at 4:30 pm for the time being to try to accommodate as many schedules as possible. Member Steven Traugh asked about recording and televising all the meetings, and Ottenad said that may not be possible due to budgetary constraints at this time as only City Council and Planning meetings are budgeted to be streamed. Member Angela Sims suggested

considered doing hybrid meetings over Zoom, which Ammerman said could be explored as a possible option.

OFFICER ELECTION DISCUSSION

Parks and Recreation Director Ammerman noted that at the next meeting the group will elect a chair and vice chair, so encouraged everyone to consider whether or not they would be willing to serve in those roles.

HOMEWORK ASSIGNMENT

Ammerman encouraged everyone to look at the ACHS document between now and the next meeting and to prioritize recommendations for implementations, as the next meeting would focus on that strategy and implementation. Member Sims asked if everyone could send in their bullet points about the one and five year strategy to lend to a more efficient conversation at the next meeting. Flood agreed, and said that everyone should read through the ACHS report and make a list of their priorities for one-year and five-year plans. Ottenad added that the ACHS report had a series of findings, and that the ACHC would be focused on the recommendations from this report and how they can implement them. Flood said that he and Ottenad would put something together for everyone to rank and set a date for everyone to return their rankings ahead of the next meeting. Member Traugh suggested narrowing things down and focusing on two things in order to get things done by the third meeting. Those two areas Traugh suggested focusing on were arts empowerment and creating events that will establish Wilsonville as a center for the arts. He suggested one future event might be a bluegrass music festival. Member Mefford said there are several of these things happening in Wilsonville, but they will still need more support and interconnection between all the groups. Mefford also asked how specific the ACHC will need to be with recommendations before they get presented to City Council. Mayor Fitzgerald clarified that not everything will need to go to City Council for a vote. Ottenad explained that City staff or consultants will help identify next steps to help accomplish different recommendations the ACHC prioritizes. Member Deborah Zundel said that the power of this group is the collaboration between all the different arts and cultural groups in Wilsonville. Member Elaine Swyt asked where funding was coming from for this commission. Mayor Fitzgerald said staff would help shape funding requests before they are brought to City Council. Member Traugh suggested ranking priorities from least to most expensive and then starting with the items that cost the least in order to accomplish things early on. Ammerman reiterated to everyone that their homework is to review the ACHS and prioritize the recommendations set forth in that document.

ADJOURN

Meeting adjourned at 5:01 pm.

NEXT MEETING *Wednesday, May 18, 2022 at 4:30 PM*

Meeting will be held in-person at the Wilsonville Library (8200 SW Wilsonville Rd).

To submit public comments, email parksandrec@ci.wilsonville.or.us by 12:00 PM on the day before the meeting date or mail comments to Parks and Recreation Advisory Board, C/O Laura Ruggles, Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070.

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Arts, Culture, and Heritage Commission (ACHC)

Commission Guidelines and Expectations Discussion of ACHC Bylaws per City Council Resolution No. 2941

April 20, 2022

- **Kris Ammerman**, Parks and Recreation Director
- **Shasta Sasser**, Acting Library Director
- **Bill Flood**, Community Cultural Development Consultant
- **Mark Ottenad**, Public/Government Affairs Director,
ACHS, ACHC Project Manager



Arts, Culture, and Heritage Strategy (ACHS)

November 2020



Arts, Culture, and Heritage Strategy (ACHS)

- City Council Goal for 2018-20
- 2018 – 2020: 2-year-long extensive community engagement effort
- ACHS adopted by City Council in Nov. 2020 via Resolution No. 2857
 - Formation of the Arts, Culture, and Heritage Commission (ACHC) is a primary ACHS recommendation

Arts, Culture, and Heritage Commission (ACHC)

- **After Nov. 2020 adoption of ACHS, budget/
plan for FY21-22 to form the ACHC**
 - Research 15 communities with arts/culture programs; review and draft proposed bylaws
 - Public comment period on draft bylaws; meet with arts/culture organizations representatives
- **ACHC established by City Council
Resolution No. 2941 on Dec. 20, 2021**

Arts, Culture, and Heritage Commission (ACHC)

Departmental Support

- **Parks and Recreation Department to house Commission, with support from Library and Administration Department**
- **Related City volunteer boards/nonprofits**
 - Parks and Recreation Advisory Board
 - Kitakata Sister City Advisory Board
 - Korean War Memorial Foundation of Oregon
 - Tourism Promotion Committee

Arts, Culture, and Heritage Commission (ACHC)

Duties of the Commission

- A. Oversee implementation of the Arts, Culture, and Heritage Strategy (ACHS)
 - Annual fiscal-year plans for a long-term 5-Year Action Plan and annual 1-Year Implementation Plan

Arts, Culture, and Heritage Commission (ACHC)

Duties of the Commission

- **B. Make recommendations to the City Council and other City boards and staff**
 - Public-sector leadership and coordination to support activities, events, facilities and programs
 - Improve inter-governmental collaboration and coordination
 - Work with partners to advance an arts and cultural center/facility
 - Develop a long-term, sustainable public-arts program

Arts, Culture, and Heritage Commission (ACHC)

Duties of the Commission

- B. Make recommendations to the City Council and other City boards and staff
 - Make cultural diversity, ethnic inclusivity and accessibility for all community members a priority
 - Provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity

Arts, Culture, and Heritage Commission (ACHC)

Duties of the Commission

- **C. Make recommendations to the City Council concerning the goals and disbursement of funds of the former ‘Community Tourism Matching Grant Program’ to a renamed ‘Community Cultural Events and Programs Matching Grant Program’**
 - Oversight of annual \$25,000 grant program transferred from Tourism Promotion Committee to ACHC starting with FY2022-23.

Arts, Culture, and Heritage Commission (ACHC)

Composition of the Commission

- 13 members
 - 9 voting members – at least 5 Wilsonville residents
 - 4 ex-officio/non-voting advisory members:
 - City Councilor - Council liaison: *Mayor Fitzgerald*
 - Parks and Recreation Director / designee – *Kris Ammerman*
 - City Manager / designee – *Mark Ottenad*
 - Library Director / designee – *Shasta Sasser*

Arts, Culture, and Heritage Commission (ACHC)

Qualifications to Serve

- Commissioners shall be community members with knowledge and experience in arts, culture and heritage who participate in or support arts, culture or heritage activities, and includes artists, business professionals, youth, and those with experience relevant to the purpose of the Commission.
- Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.

Arts, Culture, and Heritage Commission (ACHC)

Oregon ethic laws conflict of interests provision

- A Commissioner must declare a conflict and withdraw from participating in the decision pertaining to the prospective award of municipal funds for a grant application or other City program that could benefit financially the commissioner, family relative or organization that commissioner is employed or contracted by to perform services or serves as a member of the board of directors.

Arts, Culture, and Heritage Commission (ACHC)

Appointment to Commission

- Traditional City process for volunteer boards and committees
- Mayor appoints and City Council confirms
- Mayor may remove a Commission member with City Council concurrence

Arts, Culture, and Heritage Commission (ACHC)

Terms of Appointment

- **3-year terms; 1-year break after 3 terms**
- **Initially staggered terms:** all may reapply to serve a full 3-year term
 - 3 members with 1-year terms
 - 3 members with 2-year terms
 - 3 members with 3-year terms
- **3-term term-limit**

Arts, Culture, and Heritage Commission (ACHC)

Terms of Appointment

- **3 members with 1-year terms:**
(through June 2023): David Altman,
Elaine Swyt, Angela Sims
- **3 members with 2-year terms:**
(through June 2024): Steven Traugh,
Joan Carlson, Jason Jones
- **3 members with 3-year terms:**
(through June 2025): Benjamin Mefford,
Susan Schenk, Deborah Zundel

All are eligible for reappointment

Arts, Culture, and Heritage Commission (ACHC)

Commission Organization

- Elects Chair and Vice Chair at the first meeting the fiscal year.
- Member deemed to have resigned when missing three consecutive meetings without excuse.
 - An excused absence is advance notification by commissioner to Chair and/or staff of inability to attend scheduled meeting.

Arts, Culture, and Heritage Commission (ACHC)

Commission Organization

- **ACHC may form subcommittees to focus on particular issue or topic for review or recommendation to ACHC**
 - Minimum of 3 voting commissioners
- **Inactive City Heritage Tree Committee is an ACHC subcommittee**
 - “heritage tree recognition [that] will promote awareness of our history as a community, and provides important links to the past.”

Arts, Culture, and Heritage Commission (ACHC)

Meetings

- No maximum; only a floor:
Minimum of 4 meetings per fiscal year
- May meet with less than quorum
- Quorum of at least 5 voting members to
vote on any matter

Arts, Culture, and Heritage Commission (ACHC)

FY2021-22 Commission Schedule

- **April 20**
 - Introductions
 - Commission Guidelines and Expectations Discussion
 - Prep for May 18 meeting – ACHS review
- **May 18**
 - Elect Chair and Vice Chair
 - Approve prior meeting minutes
 - Review Findings and Recommendations of ACHS

Arts, Culture, and Heritage Commission (ACHC)

FY2021-22 Commission Schedule

- **June – Date TBD**
 - Prioritize ACHS Recommendations for Implementation by ACHC
 - Develop workplan outline for FY22-23 ACHC initial 1-Year Implementation / 5-Year Action Plan for City Council review
 - Future meeting dates/times



Arts, Culture, and Heritage Commission (ACHC)

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