

2.438 Medford Arts Commission

(1) The Medford Arts Commission shall consist of nine voting members and one nonvoting ex officio member, as follows:

(a) Voting members: Nine members-at-large, one of which shall be a student from a high school listed in Section 2.470(1).

(b) Nonvoting member: The Parks and Recreation Director or his/her designee.

(2) Voting members of the Commission shall be appointed by the Mayor and City Council for terms of three years, except that shorter terms may be used to stagger appointments, so that the terms of three members expire each year. Three-year terms for members shall begin February 1 and expire January 31. High-school student member term shall begin July 1 and expire June 30 annually.

(3) The Medford Arts Commission shall adopt rules of procedure, as necessary, and shall by resolution establish either a regular meeting date or rules of procedure under which meetings may be called. A majority of voting members shall constitute a quorum.

(4) The duties of the Medford Arts Commission shall include, but not be limited to, the following:

(a) Act on behalf of the Council on matters pertaining to the selection, acquisition, siting, restoration and preventive maintenance of public art for the enjoyment of the citizens. This shall include the hiring of consultants to assist in the development of public art programs and procedures.

(b) Advise the Council concerning the acceptance and disposition of gifts of art to the City.

(c) Act in conjunction with the City Council and City staff on matters pertaining to arts education and promotion, artist's recognition and encouragement of the arts and artistic performances to help foster broad participation in and understanding of the arts and their value to the Medford community.

(d) Assist City staff in obtaining gifts and grants for the arts fund, which shall be used for support of arts programs/activities and the procurement of public art for the enjoyment of the citizens. Advise City Council of funding needs for arts to attain the desired vision for arts and culture in Medford.

(e) Assist City staff with the administration of the 1.5% for art program, which allocates funds from specific City building and remodeling projects for the incorporation within and or inclusion of public art to the project.

(f) Work in conjunction with the Medford Parks and Recreation Commission regarding the placement of public art and scheduling of arts and cultural events in Medford public parks.

[Added Ord. No. 2002-12, Jan. 17, 2002; Amd. Ord. No. 2008-121, June 19, 2008; Amd. Sec. 5, Ord. No. 2010-81, Apr. 15, 2010; Amd. Sec. 8, Ord. No. 2012-157, Oct. 4, 2012; Amd. Sec. 6, Ord. No. 2013-003, Jan. 3, 2013; Amd. Sec. 2, Ord. No. 2013-133, Sept. 19, 2013.]

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CITY OF MEDFORD

MEDFORD ARTS COMMISSION BY-LAWS

A resolution establishing rules of procedure for the Medford Arts Commission and repealing any rules of procedure heretofore adopted.

BE IT RESOLVED BY THE MEDFORD ARTS COMMISSION OF THE CITY OF MEDFORD, OREGON, that the following rules of procedure are adopted:

ARTICLE I. NAME

The Medford Arts Commission is established and so named in accord with Section (2.438), Medford City Code.

ARTICLE II. PURPOSES AND OBJECTIVES

The purposes and objectives of the Commission, in accord with (2.438) Medford City Code, shall include but not be limited to:

1. Act on behalf of the Council on matters pertaining to the selection, acquisition, siting, restoration and preventive maintenance of public art.
2. Advise the Council concerning the acceptance and disposition of gifts of art to the City.
3. Act in conjunction with the City Council and City staff on matters pertaining to arts promotion, artists' recognition and encouragement of the arts to help foster broad participation in and understanding of the arts and their value to the Medford community.
4. Assist City staff in obtaining gifts and grants for the arts fund, which shall be used for support of arts programs/activities and the procurement of public art. Advise City Council of funding needs for arts to attain the desired vision for arts and culture in Medford.
5. Assist City and Medford Urban Renewal Agency staff with the administration of the 1.5% for art program, which allocates funds from specific City and Medford Urban Renewal Agency building and remodeling projects for the incorporation within and or inclusion of public art to the project.
6. Work in conjunction with the Medford Parks and Recreation Commission regarding the placement of public art and scheduling of arts and cultural events in Medford public parks.

ARTICLE III.

MEMBERSHIP AND VOTING

Section 1. The Medford Arts Commission, in accordance with (2.438) Medford City Code, shall consist of nine (9) residents of the City at large, appointed by the Council. Two non-voting members will be the Council liaison and the Parks and Recreation Director or their designee. The Council liaison to the commission shall not vote upon any question except in the case of a tie and shall then cast the deciding vote.

Section 2. Voting members of the Commission shall be appointed by the City Council for terms of three (3) years. Shorter terms may be used to stagger appointments, so that the terms of three members expire each year. Three-year terms for members shall begin February 1st and expire January 31st.

Section 3. Each member of the Commission shall be entitled to vote at all regular and special meetings of the Commission.

Section 4. Anytime a member does not record the member's vote, it is automatically recorded as a vote with the majority; an abstention must be entered as such in the minutes with a reason recorded.

ARTICLE IV.

MEETINGS OF THE COMMISSION

Section 1. Regular meetings of the Commission shall be held on the ~~first~~ second Monday of each month and study sessions, when needed, shall be held on the fourth Monday of each month.

Section 2. Five (5) voting members of the Commission shall constitute a quorum in order to accomplish Commission business.

Section 3. All Commission members shall be given advance, written notice or telephone notice of regular or special meetings where action is to be taken.

Section 4. Any Commission member missing two consecutive meetings without satisfactory explanation to the Commission may forfeit his/her membership. The Commission, by resolution, may recommend to the City Council that such a member be replaced by a person to serve the remainder of that member's term.

Section 5. A Commission member, who attends a meeting of the City Council as a representative of the Commission, should follow these guidelines:

1. Copies of any report to the Council should be made available to each member of the Council. Such a report may be delivered orally.

2. The representative should answer questions about the Commission's policies, if they are addressed to him/her by the Council.
3. The representative should support the Commission's majority report and should not present his/her own point of view, nor that of the minority, unless specifically asked.
4. The representative may ask the Council to meet jointly with the Commission before making a determination, which reverses or is contrary to the recommendation of the Commission.

ARTICLE V. OFFICERS

The officers of the Arts Commission shall be Chairperson, Vice Chairperson, Chairperson Pro Tem and Secretary. The Secretary shall be the Parks and Recreation Director or the Director's designee.

Section 1. The officers shall be elected for one-year terms, commencing with the first meeting of each June.

Section 2. The Chairperson shall preside at all meetings, and is eligible to vote on all matters.

Section 3. The Vice Chairperson shall perform all the duties of the Chairperson in his/her absence.

Section 4. The Chairperson Pro Tem shall be elected at the beginning of a meeting to serve in the absence of the Chairperson or Vice Chairperson.

Section 5. The Secretary shall be responsible for keeping records of the Commission and performing such other services for the Commission as are customary in this role.

ARTICLE VI. SUBCOMMITTEES

Section 1. The Chairperson shall appoint subcommittees as needed.

Section 2. The Chairperson may appoint a chairperson for each subcommittee, or may serve in this capacity him/herself.

Section 3. The Chairperson is an ex-officio member of all subcommittees.

ARTICLE VII. AMENDMENT TO BY-LAWS

These by-laws may be amended by affirmative vote of at least five (5) voting members at any regular meeting, provided notice of such amendment is given at the preceding regular meeting.

ARTICLE VIII. RULES

Except where otherwise provided by these rules, the proceedings of the Commission shall be governed by Roberts Rules of Order, Revised.

PASSED by the Medford Arts Commission and signed by me in open session in authentication of its passage this _____ day of _____, 2007.

— See minutes 2/2007

Chairperson
Medford Arts Commission

Approving
these bylaws

— unable to find
signed version

— 40.1

ARTS COMMISSION MINUTES

February 5, 2007

10. ROLL CALL

Members Present: Michael Davis, Althea Godfrey, Kip Grant,
Leena Lee, *Nancy Jo Mullen,
Rochelle Savitt, David Zeno Thanos,
Shari O'Neal Young

Members Absent: Geeno Valdez

Council Liaison: Greg Jones

Staff: Brian Sjothun, Pam Shinn

Arrived Late *

Althea introduced Greg Jones as the new City Council Liaison to the Arts Commission. Greg explained how he retired from the City of Medford as the Parks & Recreation Director and he was looking forward to being the liaison for the Arts Commission. Althea also introduced each new Commission member. The new members told the commission a little about themselves.

20. APPROVAL OF MINUTES

The minutes of the January 8, 2007 Arts Commission meeting were approved as written.

30. ORAL REQUESTS FROM THE AUDIENCE

There were none.

40. NEW AND CONTINUED BUSINESS

40.1 Updated By-Laws

Brian went over the date change for elections in the By-Laws. The change is on page 3, Article V, Section 1. It was changed to read as follows:

The officers shall be elected for one-year terms, commencing with the first meeting of each June.

Leena was concerned about the reading of #3 in Article IV, Section 5. Brian explained that when you go to the City Council, you're representing the Arts Commission and not your own personal opinion. Brian explained if someone from the commission is in opposition to something that is going to the City Council, they can go before the council as a private citizen and speak. You can say you are an Arts Commission member, but are not representing them.

60.2 February 8th – All Commissions & Committees Meeting

Brian explained what the All Commissions & Committees meeting was. He said this is a meeting where all the committees and commissions will meet together and get to know each other. The new members would learn how to get something on an agenda and what the roles and responsibilities of the commissions are. Brian said this was not a required meeting. There would be light snacks served.

60.3 Round-About Public Input Meeting

Brian said there were 831 internet votes so far. He said that Bev Power was putting together information that will be part of the art walk that will be held at the Rogue Gallery. The public meeting will be over Presidents Day weekend and all 3 artists would be there also, showing their work. Saturday the displays will be at the library and folks can write their comments and put them in the box there. The time is 10am to 2pm. There will be postcards mailed out to approximately 200 residents in the area of the Round-About, announcing the art walk and the event on Saturday. Leena said the Friday Art Walk is on the third Friday from 5:30pm to 8pm. There will be postcards mailed out to each commission member.

60.4 MURA Banner Program

Brian said staff was requested to contact MURA regarding artistic banners. Brian read an email response from Jackie Rogers at MURA regarding the banners. Brian explained MURA produces banners four times a year to be placed on the banner holders. If anyone or any other organization wants a banner to be on the holders, they would have to pay for the cost of the banners, their placement and removal and they would have to get approval from MURA to put the banners up. Brian said if there was anymore information needed the commission could contact MURA.

Leena asked when the Bartlett Street project is finished, can the Arts Commission revisit the issue of banners on Bartlett Street and ask MURA at that time to install the artistic banners. Brian said they could. Michael explained that MURA has banners already. They do go along with the four seasons. He thinks they are the banners they were referring to. He said it was to mostly promote downtown Medford.

70. **MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS.**

Brian explained the Mural program was getting more encompassing then they thought it would be. Planning, Building Safety and City Attorney and MURA along with the Historic District have to be involved. From the Parks and Recreation Department, we don't have the resources to move this forward immediately. It is going to take a lot of time.

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MEDFORD ARTS COMMISSION February 13, 2017 Regular Meeting Agenda

Carnegie Building
413 W. Main St.
5:30 p.m.

10. ROLL CALL
20. APPROVAL OF MINUTES
 - 20.1 January 9 meeting minutes
30. ORAL REQUESTS FROM THE AUDIENCE
40. NEW AND CONTINUED BUSINESS
 - 40.1 Police Station art installation & selection committee - Stewart
 - 40.2 Winter art show concept - Chavez
 - 40.3 Commission Web Presence - Davis, Lemstrom
50. COMMITTEE REPORTS
60. STAFF REPORTS
70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS
80. ADJOURNMENT

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ARTS COMMISSION MINUTES Regular Meeting – January 9, 2017

Meeting was called to order at 5:31 p.m. by Chairman Lemstrom.

10. ROLL CALL

Members Present: Adrian Chavez, Michael Davis, Jennifer Eufusia, Roger Lemstrom,
George Schroeder, Simone Stewart

Members Absent: Michael Crane, Harry Hirsch

Council Liaison: None
Guests: None
Staff: Jesse Nyberg

20. APPROVAL OF MINUTES

20.1 December 12 meeting minutes
The December 12, 2016 meeting minutes were approved.

30. ORAL REQUESTS FROM THE AUDIENCE
None

40. NEW AND CONTINUED BUSINESS

40.1 Partnership Opportunity Application– The commission received an partnership application from the Craterian for the Youth Access to the Performing Arts Expansion program to provide scholarships for families that who have a child interested in the Teen Musical Theater of Oregon who find the tuition prohibitive. The organization is requesting \$1500 in financial support from the commission. Chairmen Lemstrom requested the a representative from the program attend a commission meeting this time next year to report on the impact of the program and the use of the commission funds.

MOTION (Schroeder, Stewart) to approve the application request of \$1500 to be allocated to the Craterian Youth Access to the Performing Arts Expansion program. Motion was unanimously approved.



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40.2 Police Station art installation & selection committee – Stewart reported an update on the candidates for the selection committee and requested that the commission vote on the candidates at a special meeting on Jan. 23. Chairmen Lemstrom agreed and requested from staff that the meeting be set for that date.

Stewart hopes that the first committee meeting will be on Jan. 30, where they will develop the RFP for the project.

40.3 Winter art show concept – Chavez recommends moving the date of the art show to March 31st and possibly moving the location to 30 North and/or Life Art. He discussed these locations would serve the event better because of the ability to hang art and more available parking. Other commissioners recommended other locations, such as the Elks Lodge, Spartan Building and Lawrence's on Main and Bartlett.

Chavez will report to the commission at the next scheduled meeting.

40.4 Commission Web Presence – The commission discussed the scheduled study session on January 23 that will cover options on how to better use the city's web site and social media as a tool to promote the commission and assist with organization of the city's art collection. Staff liaison, Jesse Nyberg will reach out to the city's technology services (TS) to request a representative to answer questions related to the topic.

Davis recommended that the commission, with the help of TS, develop a fillable form that departments can request art pieces for areas in city facilities.

The commission also discussed the possibility of getting a professional photo of the group when the new commissioners start their terms. Davis offered to bring prices and options to the February meeting. Lemstrom requested that staff look into the city process of contacting with a professional photographer.

50. COMMITTEE REPORTS

60. STAFF REPORTS

Nyberg informed the commission that interviews for new commissioners will start their terms in February.



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70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS

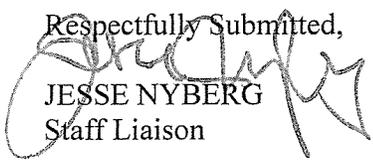
Davis gave information on the summer concert series and explained the selection process. He let the commission know that he is working to put together an online process for efficiency and convenience. Lemstrom and Schroeder expressed the need for more local acts in the summer concert series.

Stewart reported that a member from the Southern Oregon Film and Media would like to come to the February 13 commission meeting and give a small presentation about their organization.

80. ADJOURNMENT

Meeting adjourned at 6:36 pm.

Respectfully Submitted,


JESSE NYBERG
Staff Liaison



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ARTS COMMISSION
AGENDA ITEM COMMENTARY
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Item No: 40.2

DIVISION:	Choose an item	AGENDA SECTION: New & Continued
PHONE:	541-774-2482	Business
STAFF	Jesse Nyberg, Interim	MEETING DATE: January 23, 2016
CONTACT:	Recreation Superintendent	

SUMMARY AND BACKGROUND

The Arts Commission has expressed interest in commissioning a bust of Constable George Prescott for installation near the entry of the new Medford Police Station.

PREVIOUS COMMISSION ACTIONS

On January 23, 2017 – no action due to lack of quorum.

On January 9, 2017, commissioners requested to vote on this topic at a special meeting on Jan. 23, 2017.

On December 14, 2016, due to key commissioners not being present, the commission chose to move the topic to the January 9, 2016 meeting.

On November 12, 2016, the commission concluded to reach out to community members to finalize the selection committee and make a decision at the Dec. commission meeting.

On Oct. 10, 2016, Commissioners Stewart and Schroeder agreed to explore costs associated with bronze installations and to report back at the Nov. 7 meeting.

On Sept. 12, 2016, the Commission consulted with the police chief and deputy police chief regarding a prospective public art installation at the new Medford police station. The consensus was for the art being placed outside, near the flagpoles, for it to focus on Constable George Prescott, and include the Department motto "Your Police, Our Community."

ANALYSIS

If the total project cost is in excess of \$5,500, the City Council-approved 2009 Public Art Selection & Acquisition Policy dictates the development process for public art installations, should the Commission wish to proceed with the police station initiative.

The next steps are:

1. Establishing a not-to-exceed funding allocation to the project.
2. Appointing a selection panel consisting of two Arts Commissioners (one of whom serves as chair), two arts professionals (who may also be Arts Commissioners), two community members, one representative from the Police Department, and one representative from the Medford Landmarks and Historic Preservation Commission.

The selection panel is then responsible for drafting and distributing an RFP, selecting an artist and making a recommendation of a personal services contract award to the artist



ARTS COMMISSION AGENDA ITEM COMMENTARY

Item No: 40.2

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FINANCIAL AND/OR RESOURCE CONSIDERATIONS

N/A

TIMING ISSUES

Art acquisition funds allocated in the current biennium must be expended by June 30, 2017.

STRATEGIC PLAN

Theme: Quality Public Services

Objective 8.4: The City has a philosophy of support for and appreciation of the arts.

Action 8.4b: Leverage City support to enhance arts and cultural programs in the community.

COMMISSION OPTIONS

A motion to appoint individuals to a selection panel would be appropriate.

STAFF RECOMMENDATION

N/A

SUGGESTED MOTION

I move to appoint _____ to the police station art selection panel.

EXHIBITS

Public art selection process sections

MEDFORD PARKS & RECREATION FACILITIES MANAGEMENT

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MEDFORD ARTS COMMISSION March 13, 2017 Regular Meeting Agenda

Carnegie Building
413 W Main St
5:30 p.m.

10. ROLL CALL
20. APPROVAL OF MINUTES
 - 20.1 February 27, 2017 meeting minutes
30. ORAL REQUESTS FROM THE AUDIENCE
 - 30.1 Ginny Auer, Executive Director of Southern Oregon Film and Media
40. NEW AND CONTINUED BUSINESS
 - 40.1 Winter art show review- Chavez
 - 40.2 Website gallery discussion – Lemstrom, Davis
 - 40.3 Art in Bloom
50. COMMITTEE REPORTS
60. STAFF REPORTS
70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS
80. ADJOURNMENT



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ARTS COMMISSION MINUTES Special Meeting – February 27, 2017

Meeting was called to order at 5:30 p.m. by Chairman Lemstrom.

10. ROLL CALL

Members Present: Adrian Chavez, Michael Davis, Jennifer Eufusia, Roger Lemstrom,
George Schroeder, Simone Stewart, Alexis Hodel,

Members Absent:

Council Liaison: None
Guests: Brett Johnson-MPD, Myla Forbes
Staff: Jesse Nyberg

20. APPROVAL OF MINUTES

20.1 February 13, 2017 meeting minutes
The February 13, 2017 meeting minutes were approved.

30. ORAL REQUESTS FROM THE AUDIENCE

None

40. NEW AND CONTINUED BUSINESS

40.1 Winter art show concept – Chavez

Commissioner Chavez presented a budget for the arts commission contribution for the Winter Art Show in the amount of \$750. The budget included \$500 for catering, \$100 for advertising and \$150 for display, framing and hanging. He informed the commission that the art show will have about a dozen art pieces and that late submissions are still be accepted.

MOTION (Schroeder, Hodel) to approve the Winter Art Show donation of \$750 as presented by commissioner, Chavez. Motion was unanimously approved.



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40.2 Biennium Budget – Lemstrom

Lemstrom recommends an increased budget through council support and sponsorships. This increased budget would fund a position to maintain the commission's web presence and social media outlets. The increase would also allow the commission to complete the art work on the pillars at Hawthorne Park and help fund youth art programs. Lemstrom further explained that he would approach Council Liaison Bearnson to discuss on how to approach council with this request.

50. COMMITTEE REPORTS

60. STAFF REPORTS

70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS

Stewart informed the commission that she will be performing at the Collaborative Theater Project on March 19. Also, there will be some free workshops facilitated by the SOU SBDC at the RCC Higher Education Center on April 22.

80. ADJOURNMENT

Meeting adjourned at 5:00 pm.

Respectfully Submitted,



JESSE NYBERG
Staff Liaison



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