



FY 2023/24 Five-Year Action Plan and Annual One-Year Implementation Plan for the Arts, Culture, and Heritage Commission (ACHC)

DRAFT September 20, 2023

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A. Introduction

The City of Wilsonville's Arts, Culture, and Heritage Commission's (ACHC) purpose is to provide ongoing input and advise the City Council and other City Boards, commissions and committees on matters relating to advancing arts, culture and heritage in Wilsonville and oversee recommendations outlined in the Arts, Culture & Heritage Strategy (ACHS). The ACHS, a City Council 2019-20 Goal, provides findings and recommendations for cultivating a sustainable, long-term plan that supports community aspirations for a vibrant cultural scene in Wilsonville. The City Council approved [Resolution No. 2857](#), adopting the ACHS in November 2020, which included many key findings and recommendations on how to achieve this. Within the ACHS, one recommendation states "City forms an Arts and Culture Commission and provides supporting staffing resource." A 2021-23 Council Goal included: "5.3 5.3 Establish the Arts and Culture Board and fund." The City Council formed the ACHC in December 2021 via [Resolution No. 2941](#), which began meeting in April 2022, and hired an Arts and Culture staff person in November 2022 to propel the recommendations within the Arts, Culture, and Heritage Strategy forward.

The ACHC also oversees the Community Cultural Events and Programs Grant including the recommendation of disbursement of grant funds. The ACHC is also charged specifically to develop annually for City Council approved fiscal-year plans for a long-term Five-Year Action Plan and annual One-Year Implementation Plan for prioritizing and fulfilling recommendations of the ACHS.

B. Arts, Culture, and Heritage Commission Members

Supported by the Parks and Recreation Department, the ACHC is composed of nine (9) voting members appointed by the Mayor with Council confirmation and four (4) non-voting ex-officio members who provide advice to the Commission, as stated in the Commission Bylaws established by Resolution No 2941.

The founding members of the commission included:

- **David Altman**
- **Joan Carlson**
- **Jason Jones**
- **Benjamin Mefford**
- **Susan Schenk**
- **Angela Sims**
- **Elaine Swyt**
- **Steven Traugh**
- **Deborah Zundel**
- **City of Wilsonville Parks and Recreation Department:** Kris Ammerman, Director
- **City of Wilsonville Administration,** Mark Ottenad, Public Affairs Director
- **City of Wilsonville City Council:** Mayor Julie Fitzgerald

- **Consultant:** Bill Flood

The 23/24 members include:

- **David Altman**
- **Joan Carlson**
- **Jason Jones**
- **Sageera Oravil Abdulla Koya**
- **Benjamin Mefforod**
- **Susan Schenk**
- **Angela Sims**
- **Deborah Zundel**

Staff Liaison:

- **City of Wilsonville Parks and Recreation Department**, Erika Valentine, Arts and Culture Program Coordinator

C. Mission & Vision

In FY 2022/23 the ACHC established a mission and vision statement to provide clarity and direction on their work. The mission is as follows:

To enhance the Wilsonville community by supporting, advocating and advising on matters relating to advancing arts, culture & heritage. We strongly believe residents' lives are enriched and enhanced through a thriving arts and culture environment.

The Vision is as follows:

Lives will be enriched and enhanced through a thriving arts and culture environment in Wilsonville.

Our vision for Wilsonville is one that:

- *Supports all creatives*
- *Fosters a sense of inclusivity for all cultures*
- *Has a vibrant cultural identity*
- *Celebrates local history and heritage*
- *Is recognized for accessible community cultural facilities, parks, and other spaces to host a variety of creative forms and activities*
- *Has a robust Public Art program*

D. Commission Meetings

The Commission met on eleven occasions in FY 2022/23, exceeding the minimum required four meetings per fiscal year pursuant to Resolution No. 2941.

E. Charge of ACHC

- Make recommendations to City Council and staff on cultural arts programs, activities, services, policies, etc.
- Support and build awareness of cultural arts programs in Wilsonville and work with other agencies and organizations involved in cultural arts programs to continually build partnerships
- Receive and evaluate input from the community, including input from other individuals and organizations on relevant cultural arts topics and programming
- Act as a liaison for cultural arts issues to other governmental, schools, non-profit and private organizations
- Advise the City on future Public Art program plans and serve as the City’s review body for public art projects as they move through the approval process
- Serve as a resource to the City on a wide range of visual and performers arts mediums and topics
- Advise the City on arts facility needs and design
- Provide feedback to staff on the assessment of current and future needs of the cultural arts community
- Increase opportunities for artists/creatives

F. Advancing Arts, Culture, and Heritage Strategy (ACHS)

The commission is charged with moving the ACHS forward.

The Commission makes recommendations to the City Council and other City boards, commissions and committees as is appropriate to:

Objective	
A	Provide leadership and coordination to support arts, culture and heritage activities, events, facilities and programs
B	Improve inter-governmental collaboration and coordination to advance arts, culture, and heritage
C	Work with partners to advance an arts and cultural center/facility
D	Develop a long-term, sustainable public art program
E	Suggest ways to make cultural diversity, ethnic inclusivity and accessibility for all community members a priority for cultural programs
F	Provide strategic assistance to Wilsonville cultural nonprofits in order to build organizational capacity
G	Identify and recommend sustainable funding mechanisms to support cultural activities, events and programs
H	Make recommendations concerning the goals and objectives, and the selection and disbursement of funds of the Community Cultural Events and Programs Grant

G. Past Year’s Accomplishments, FY 2022/23

As a new Commission many of the initial meetings consisted of laying the ground work and building an understanding of their role as an Advisory Board, overall charge, by-laws, ACHS, etc. The following is an accounting of accomplishments achieved towards meeting objectives through FY 2022/23.

- **Recruit to fill all voting positions for the ACHC**

Mayor Fitzgerald appointed 9 voting members who began meeting in April 2022.

- **Elect chair/vice-chair leadership positions.**

Deborah Zundel was elected Chair and Elaine Swyt was elected Vice Chair during the second meeting in May 2022 for 22/23.

Deborah Zundel was re-elected Chair and Angela Sims was elected Vice Chair during the June 2023 meeting for 23/24.

- **Commission began overseeing the Community Cultural Events and Programs (CCEP) Grant**

Due to the creation of the new ACHC, the previous Tourism Grant program was transferred to the ACHC per Resolution No. 2941 (2021). The ACHC retooled the grant language and approved new grant guidelines and criteria.

- **Commission made CCEP Grant fund distribution recommendations to Council**

The ACHC received and reviewed four applications from the following nonprofits: Charbonneau Arts Association (additional supplies to display more work at festival), Wilsonville Public Library Foundation (Story Walk), Wilsonville Rotary Foundation (Summer Concert Series), and Oregon Old Time Fiddlers Association (concerts, jam sessions, workshops).

- **The ACHC had a joint collaborative meeting with the Diversity, Equity and Inclusion (DEI) Committee**

- **The ACHC began evaluating the Public Art Collection**

The ACHC received an assessment form which is a tool to assess existing Public Art works in the City. It also acts as a way to make sure all of the pertinent information on pieces are documented and cataloged. Additionally, the ACHC received several presentations from staff, Bill Flood (Community Development/Arts Consultant, and Karl LeClair (Hillsboro Public Art Supervisor) in order to gain information on Public Art programs.

- **The ACHC selected an artist to commission a piece of work at Tivoli Park**

The ACHC selected artist Karen Rycheck, local mosaic/tile artist, to commission a piece which has been added to the City's Public Art Collection.

- **The ACHC recommended hosting an informative session on strategic planning for local arts and culture nonprofit organizations.**

Bill Flood, the consultant who worked on the ACHS, hosted a session for local nonprofits. Four Wilsonville Nonprofits attended including: Wilsonville Historical Society, Wilsonville Arts and Culture Council, Library Foundation, and Wilsonville Choral Arts Society.

- **The ACHC had a joint collaborative meeting with The City of West Linn’s Art & Culture Commission Advisory Board.**

The purpose of this meeting was to network and discuss arts and the WLWV School District as well as future collaborations.

- **The ACHC provided feedback and input to Public Art Program Guidelines and Policy to be forwarded to Council for final approval.**

The ACHC discussed public art program models, funding, goals, etc. as several ACHC meetings. The Public Art Program Guidelines and Policy is the first step in establishing and legitimizing the City’s Public Art Program.

- **The ACHC recommended that Wilsonville City Hall become the newest gallery, as part of Clackamas County Arts Alliance’s Artist Exhibit Program**

The gallery will rotate every three months and feature local artists. This will provide additional opportunities for artists and bring new artists to Wilsonville.

- **The ACHC approved the City acquiring two donated pieces of public art by local renowned Japanese artist, Michihiro Kosuage**

H. Five-Year Action Plan ACHC: FY 2023/24 – FY2027/28

The longer-range five-year plan recommended by the commission focuses on progressing at the objectives derived from the ACHS.

While the Commission recognizes that adjustments are to be made to the longer-range plan via annual ‘course corrections’—the five-year plan is outlined below in fiscal years, July 1 of one year to June 30 of the following year.

Annually the ACHC will make recommendations on the distribution of the CCEP Funds.

Year 1 FY 2023/24

- **Conduct Commission Business**
 - **Leadership, Meetings:** Continue recruitment efforts to fill all voting positions for the ACHC. Elect committee chair/vice-chair leadership positions annually.
 - **Review and recommend funding of Community Cultural Events and Programs Grant**
 - **Implement the Community Enhancement Program Funds which were received for a Skate Park Mural located in Memorial Park** The ACHC will advance this project including engaging with the skate community, reviewing the RFQ, artist interviews, selection process, etc.
 - **Develop and brainstorm ways to offer continued support and capacity building for local nonprofits such as providing training opportunities**
 - **Increase arts classes and arts components of existing special events**
 - **Determine locations for future public art pieces**
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- **Assessment of current Public Art Collection**

**Year 2
FY 2024/25**

- Complete temporary and permanent Public Art projects
- Review and recommend funding of Community Cultural Events and Programs Grant
- **Increase awareness of arts, culture and heritage programs through marketing** – improve and develop ACHC/Arts website to support local artists, nonprofits, provide education, etc.
- Evaluate and/or expand Gallery Program
- Collaborate and strategize on coordination with the Library, School District, other arts organizations, etc.
- Develop culturally relevant programming/opportunities/events, centering diversity, ethnic inclusivity and accessibility.

**Year 3
FY 2025/26**

- Complete temporary and permanent Public Art projects
- Review and recommend funding of Community Cultural Events and Programs Grant
- Identify partners, assess needs and assess existing cultural arts related facilities and assets as they relate to an arts and cultural center/facility
- Investigate funding structures and options for advancement of Public Art and Arts programs
- Develop culturally relevant programming/opportunities/events, centering diversity, ethnic inclusivity and accessibility.

**Year 4
2026/27**

- Complete temporary and permanent Public Art projects
- Review and recommend funding of Community Cultural Events and Programs Grant
- Develop culturally relevant programming/opportunities/events, centering diversity, ethnic inclusivity and accessibility.

**Year 5
2027/28**

- Complete temporary and permanent Public Art projects
 - Review and recommend funding of Community Cultural Events and Programs Grant
 - Continued advancement of an arts and cultural center facility
 - Develop culturally relevant programming/opportunities/events, centering diversity, ethnic inclusivity and accessibility.
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I. Annual One-Year Implementation Plan: FY23/24, July 2023 – June 2024

Next fiscal year's work plan is segmented into four main sections:

1. Conduct ACHC Business: The committee executes all Council-mandated activities, including:

- **Leadership:** Elect a chair and vice chair at the first meeting of the new fiscal year.
- **Meetings:** Hold at least four meetings with quorum attendance during the fiscal year.

- **Plans:** Work with staff to draft for City Council adoption of an updated version of the Five-Year Action Plan and Annual One-Year Implementation Plan.
- 2. **Public Art:** The ACHC will work with staff and other stakeholders to advance public art projects while following the City’s Public Art Policy and Guidelines, adopted by Council. Projects include a mural at Memorial Park Skate Park and may include smaller community based or temporary projects. The ACHC will continue to assess the existing public art collection, determine goals of future projects, establish future sites of public art, etc.
- 3. **Public Awareness:** Cultivating increased local residents’ knowledge and interest in learning about local arts, culture and heritage, as well as increased opportunities to engage with arts, culture and heritage. This will be achieved by increased marketing efforts and additions of arts, culture and heritage programs and classes.
- 4. **Community Cultural Events and Programs Grant:** Review and recommend funding of the grant program.