



CITY COUNCIL MEETING AGENDA

December 20, 2021 at 7:00 PM

City Hall Council Chambers & Remote Video Conferencing

PARTICIPANTS MAY WATCH THE CITY COUNCIL MEETING AT:
City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon
YouTube: <https://youtube.com/c/CityofWilsonvilleOR>
Zoom: <https://us02web.zoom.us/j/81536056468>

TO PROVIDE PUBLIC COMMENT:

Individuals may submit comments via email, or mail written comments, or participate remotely by registering with the City Recorder:
CityRecorder@ci.wilsonville.or.us or 503-570-1506
City Recorder - Wilsonville City Hall
29799 SW Town Center Loop East, Wilsonville, OR 97070

CITY COUNCIL MISSION STATEMENT

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

EXECUTIVE SESSION [5:00 PM]

- A. ORS 192.660(2)(h) Legal Counsel/Litigation

REVIEW OF AGENDA AND ITEMS ON CONSENT [5:35 PM]

COUNCILORS' CONCERNS [5:40 PM]

PRE-COUNCIL WORK SESSION [5:45 PM]

- B. [Public Works Complex Financing Plan \(Kerber\) \[30 min.\]](#)
- C. [Clackamas County Climate Action Plan \(Rappold\) \[20 min.\]](#)
- D. City Hall Renovation Project (Montalvo) [15 min.]

ADJOURN [6:50 PM]

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, December 20, 21 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on December 7, 2021. Remonstrances and

other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.

CALL TO ORDER [7:00 PM]

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

MAYOR'S BUSINESS [7:05 PM]

4. [Upcoming Meetings](#)
5. Appointments/Reappointments

COMMUNICATIONS [7:15 PM]

6. Diversity, Equity and Inclusion (DEI) Committee Mission and Vision (Mombert/ Haider)
7. [Memorial Park Nature Play Update \(Schull/Reeder\)](#)

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:45 PM]

*This is an opportunity for visitors to address the City Council on items **not** on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.*

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [7:55 PM]

8. Council President Akervall
9. Councilor Lehan
10. Councilor West
11. Councilor Linville

CONSENT AGENDA [8:15 PM]

12. [Resolution No. 2937](#)

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Contractors Contract With 2KG Contractors, Inc. To Construct The City Hall Renovation Project. \(Montalvo\)](#)

13. **Resolution No. 2940**

A Resolution And Order Amending Resolution No. 2915 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803. (Adams)

14. **Resolution No. 2943**

A Resolution Of The City Of Wilsonville, Acting In Its Capacity As The Local Contract Review Board, Authorizing The City Manager To Execute A Contract With Invoice Cloud, Inc. (Katko)

15. **Resolution No. 2945**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Murraysmith To Provide Phase 1 – Preliminary Engineering Consulting Services For The Charbonneau Lift Station Rehabilitation Project (Capital Improvement Project #2106). (Nacrelli)

16. **Resolution No. 2946**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Goods And Services Contract With Peterson Power Systems, Inc. For Annual Generator Maintenance. (Montalvo)

17. **Minutes of the December 6, 2021 City Council Meeting. (Veliz)**

NEW BUSINESS [8:20 PM]

18. **Resolution No. 2941**

A Resolution Of The City Of Wilsonville City Council Creating The Arts, Culture, And Heritage Commission. (Ottenad)

CONTINUING BUSINESS [8:35 PM]

19. **Ordinance No. 853 - 2nd Reading**

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agricultural-Holding (RA-H) Zone (Renamed By Ordinance No. 851 To Future Development Agricultural-Holding (FDA-H) Effective November 18, 2021) To The Planned Development Residential-4 (PDR-4) Zone On Approximately 2.39 Acres Comprising Tax Lot 5500, Section 13aa, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Meridian United Church Of Christ, Applicant/Owner. (Luxhoj)

PUBLIC HEARING [8:45 PM]

20. [Resolution No. 2942](#)

[A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2021-22. \(Katko\)](#)

CITY MANAGER’S BUSINESS [8:55 PM]

LEGAL BUSINESS [9:00 PM]

ADJOURN [9:05 PM]

[INFORMATIONAL ITEMS – No Council Action Necessary](#)

**AN URBAN RENEWAL AGENCY MEETING WILL
IMMEDIATELY FOLLOW THE CITY COUNCIL MEETING**

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 the City Recorder at CityRecorder@ci.wilsonville.or.us or 503-570-1506: 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.

Habr  interpretes disponibles para aquellas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1506.



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: December 20, 2021		Subject: Resolution No. 2941 Formation of the Arts, Culture, and Heritage Commission (ACHC)	
		Staff Member: Mark Ottenad, Public/Government Affairs Director, ACHC Project Manager	
		Department: Administration	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval (ACHS Task Force) <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Formation of an Arts, Culture, and Heritage Commission (ACHC) was called for by the Arts, Culture and Heritage Strategy (ACHS) adopted by City Council via Resolution No. 2857 (2020).	
Staff Recommendations: City Council adopts Resolution No. 2941 that creates the Arts, Culture, and Heritage Commission (ACHC).			
Recommended Language for Motion: I move to adopt Resolution No. 2941.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: City Council Goals 2021-22	<input checked="" type="checkbox"/> Adopted Master Plan(s): Arts, Culture and Heritage Strategy (ACHS) 2020	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Adoption of Resolution No. 2941 provides for the creation of the Arts, Culture, and Heritage Commission (ACHC), a City Council Goal.

EXECUTIVE SUMMARY

The City Council discussed in work session on November 15, 2021, draft recommendations for the formation of an Arts, Culture, and Heritage Commission. The Council agreed with the recommendations with minor adjustments to include a purpose and recommendation to Council on use of other funds.

In a nutshell, Resolution No. 2941 forms a 13-member Arts, Culture, and Heritage Commission (ACHC) composed of nine (9) voting members, at least five (5) of whom are residents and who are drawn from a wide and diverse range of backgrounds relating to arts, culture, and heritage. An additional four (4) ex-officio, non-voting members are included to advise the commission: A City Councilor, the City Manager or designee (Administration Dept.), the Library Director or designee (Wilsonville Public Library), and the Parks and Recreation Director or designee (Parks and Recreation Department).

The ACHC would advise the City Council on matters relating to arts, culture and heritage, implementation of the ACHS recommendations, and oversee the Community Tourism Matching Grant Program, to be renamed the Community Cultural Events and Programs Matching Grant Program currently under the purview of the Tourism Promotion Committee, a closely related City board. The Commission would be guided by an annually developed business plan that includes a longer-range 5-year action plan and next fiscal-year Arts, Culture and Heritage Strategy (ACHS) implementation plan.

The ACHC is proposed to hold a minimum of four (4) meetings per fiscal year, and could meet more frequently; electing chair and vice chair leadership at the first meeting of the fiscal year. As is standard, a meeting of the Commission may be held without a quorum; however, a quorum of at least five (5) of nine (9) voting members is required in order for the Committee to vote on any matter.

The Commission elects a chair and vice chair from its membership, and may appoint members to committees that focus on specific issues. The Heritage Tree Committee created by Resolution No. 1928 of April 5, 2005, is made a subcommittee of the Commission.

Resolution No. 2941 provides for standard City board/commission appointments/confirmation, where Mayor appoints and Council confirms. Terms of three (3) years per commissioner, with the initial set of commission positions having staggered term lengths: three (3) members with a 1-year term, three (3) members with 2-year terms, and three (3) members with 3-year terms. Term limits of three (3) consecutive terms that would equate to nine (9) years of public service, with a one (1)-year waiting period prior to being appointed again to the Commission after a three (3)-term-limit.

The Commission would be budgeted in the Parks and Recreation Department, which also oversees or closely works with related volunteer bodies Parks and Recreation Advisory Board, Kitakata Sister City Advisory Board and the Tourism Promotion Committee. Initial staffing support would be provided the Parks and Recreation Department, Administration Department and Library. The ACHS identified these City departments as those most engaged in supporting and working with community arts, culture and heritage organizations, activities, events and programs.

BACKGROUND INFORMATION ON THE ACHC RECOMMENDATIONS

The City Council approved Resolution No. 2857, on November 15, 2020, which adopted the Arts, Culture and Heritage Strategy (ACHS) and set in motion advancing the next ACHS Recommendation No. 2: “City forms an Arts, Culture, and Heritage Commission and provides supporting staffing resource.”

At the start of the new fiscal year FY21-22, staff drafted an “Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy (ACHS): Formation of the Arts and Culture Commission,” July 21, 2021, and retained community cultural development consultant Bill Flood, who advised the City on the ACHS. In August 2021, the Project Manager and Bill Flood met in-person outdoors with approximately one dozen leading-area arts, culture and heritage organizations representatives to present on the ACHS, discuss issues under consideration in the Implementation Plan, and hear their feedback and valuable suggestions.

Bill Flood conducted research during August through October into 15 key communities selected during the 2020 ACHS process based on regional proximity and known arts and cultural programs and/or facilities. Each community had a unique municipal public and/or nonprofit method of organizing to produce and operate public arts, culture and heritage programming and/or facility utilization.

The Project Manager and Bill Flood worked to synthesize the findings of the 2021 municipal research in light of the 2020 ACHS recommendations that led to the October 20, 2021, “Summary of 2021 Municipalities Research and Draft Recommendations.” Additional public feedback was collected during the Oct. 26 – Nov. 8 timeframe to further inform a final ACHC recommendation.

BACKGROUND INFORMATION ON THE ACHS

The Arts, Culture and Heritage Strategy of November 2020 is the product of a highly engaged public process occurring in two phases in 2018 and 2020. During the second phase in 2020 the City assembled the largest advisory task force in its history to provide feedback and guidance on this strategic planning initiative. The 42-member Arts, Culture and Heritage Task Force met on three occasions during the summer of 2020 to review materials and provide feedback and recommendations. The ACHS is online at: www.ci.wilsonville.or.us/achs.

The City undertook extensive community engagement that included multiple public surveys (including one which provides valuable insights on how 15 other municipalities in the Portland region are supporting local culture), meetings of the task force and special populations (youth and Latinx), in-depth interviews with local-area stakeholders and leaders of other cities’ cultural institutions, and public comment opportunities on draft planning documents.

In summary, the ACHS findings demonstrate that the greater Wilsonville community embraces arts and culture and wishes that local arts, culture, heritage resources and opportunities had greater prominence in the public sphere – including more direct support from the City. The following clear themes emerged toward a community cultural vision:

- Actively embracing all cultures in Wilsonville
- Need for greater cultural opportunities
- Arts/cultural center that is flexible, multi-purpose, inclusive
- Schools and City collaborating around local culture
- A comprehensive strategy that builds on strengths and addresses challenges/barriers to cultural participation.

The ACHS found that the community's schools of the West Linn-Wilsonville School District are recognized as a key source of cultural programming that is highly regarded. Many local-area cultural nonprofit leaders and volunteers are not city residents of Wilsonville, yet view Wilsonville as their "home" and contribute to the benefit of the community's cultural fabric. The community's cultural nonprofit organizations, however, have been experiencing volunteer recruitment and financial problems for the past few years, and the COVID-19 pandemic has aggravated these issues.

The ACHS found that activities, events and programs of the Parks and Recreation Department and the Wilsonville Public Library are also held in high esteem by the community. The City Manager's Administration Department provides a key tie to Mayor and City Council that further improves advancing inter-departmental, multi-disciplinary ACHS recommendations.

The ACHS recommendations focus on increasing the level of active support that the City provides to arts, culture and heritage facilities, programs and events, including creating an Arts and Culture Commission and a full-time staff position to manage both the existing tourism promotion and proposed new cultural affairs programs. City Council adoption of the ACHS provided a road-map for increased public-sector engagement to facilitate a more vibrant public arts and culture scene for the community, including looking at funding resource options, developing a public-arts program and advancing an arts and cultural center or facility.

As noted in the ACHS "Leadership (from the City) does not mean doing everything, but it does mean stepping forward to strengthen and mobilize assets, address challenges/barriers, leverage resources, and actively work toward achieving the cultural vision."

EXPECTED RESULTS:

The City Council adopts Resolution No. 2941 that provides for the creation of the Arts, Culture, and Heritage Commission (ACHC), a City Council Goal.

TIMELINE:

After adoption of Resolution No. 2941, City staff will advertise during January 2022 the open positions of the Commission, assist the Mayor to conduct interviews of applicants in February 2022 and seek to arrange for appointment in March 2022. The first meeting of the Commission could occur in April or May 2022.

CURRENT YEAR BUDGET IMPACTS:

No anticipated budget impacts to the current fiscal year; consultant work had been budgeted. New commission work, however, may require additional resources to be budgeted in the FY 22-23 budget.

FINANCIAL REVIEW:

Reviewed by: KAK Date: 12/08/2021

LEGAL REVIEW:

Reviewed by: JRA Date: 12/08/2021

COMMUNITY INVOLVEMENT PROCESS:

The City conducted an online public comment survey during October 26 – November 8 on the Draft ACHC Recommendations. The City notified 42 members of the ACHS Task Force and 154 interested community members and the media of an online public opinion.

The Project Manager and Bill Flood met on August 31, 2021, in-person outdoors with approximately one dozen leading-area arts, culture and heritage organizations representatives to present on the ACHS, discuss issues under consideration in the Implementation Plan, and hear their feedback and valuable suggestions.

In developing the ACHS, the City undertook extensive community engagement during 2018 and 2020 that included multiple public surveys, a community meeting, meetings of the 42-member ACHS task force and special populations and public comment opportunities on draft planning documents.

CITY MANAGER COMMENT:

Formation of an Arts, Culture, and Heritage Commission (ACHC) advances a 2021-23 City Council Goal and a key recommendation of the Arts, Culture, and Heritage Strategy (ACHS), adopted by Resolution No. 2857 (2020).

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Adoption of the ACHS provides a municipal road map increased City support for local arts, culture and heritage programs and opportunities that the community would like to see.

ALTERNATIVES:

N/A

ATTACHMENTS:

Attachment 1

Resolution No. 2941 - A Resolution of the City of Wilsonville City Council Creating the Arts, Culture, and Heritage Commission

Exhibit 1

City of Wilsonville Arts, Culture, and Heritage Commission Bylaws

ONLINE REFERENCE:

City of Wilsonville *Arts, Culture and Heritage Strategy (ACHS), November 2021:*
www.ci.wilsonville.or.us/achs

Background information on the proposed Arts, Culture, and Heritage Commission:
www.ci.wilsonville.or.us/achc

RESOLUTION NO. 2941**A RESOLUTION OF THE CITY OF WILSONVILLE CITY COUNCIL
CREATING THE ARTS, CULTURE, AND HERITAGE COMMISSION.**

WHEREAS, the City Council adopted the Arts, Culture, and Heritage Strategy (“ACHS”), November 2020, on Nov. 16, 2020, with adoption of Resolution No. 2857; and

WHEREAS, the ACHS was a product of considerable community engagement conducted over a two-year period with multiple public surveys and meetings that engaged a 42-member task force appointed by the City Manager composed of local-area residents and West Linn-Wilsonville School District education officials with a personal and/or professional interest and experience with arts, culture and heritage programs, events and facilities; and

WHEREAS, the ACHS provided a set of recommendations to improve arts, culture, and heritage activities, events, facilities and programs for the greater Wilsonville community, including a recommendation for the City to establish an Arts, Culture, and Heritage Commission (“Commission” or “ACHC”) to advance the ACHS and advise the City Council and other City boards, committees and commissions; and

WHEREAS, the City retained community cultural development consultant Bill Flood, who advised on the development of the ACHS, to conduct further research during the August through October 2021 timeframe on how 15 municipalities in the greater Portland region organize and produce their public art, culture and heritage activities, events, facilities and programs; and

WHEREAS, the data from research of area municipalities; the findings and recommendations of the ACHS; and feedback from an August 30, 2021, meeting with a dozen leaders of area cultural nonprofits assisted in forming the basis for initial ACHC recommendations; and

WHEREAS, additional public comments via an online survey conducted Oct. 26 through Nov. 8, 2021, and City Council preferences expressed during a Nov. 15, 2021, work session informed the final ACHC recommendations as memorialized in the Commission Bylaws attached herein as Exhibit 1; and

WHEREAS, the ACHS recommended that the oversight and administration of the Community Tourism Matching Grant Program that was transferred from the Parks and Recreation Advisory Board to the Tourism Promotion Committee on June 15, 2015, with Resolution No. 2541 should be transferred to the Commission; and

WHEREAS, the ACHS recommended that the Community Tourism Matching Grant Program be renamed as the Community Cultural Events and Programs Matching Grant Program and that the Commission advise the Council on potential improvements to the Program;

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Arts, Culture, and Heritage Commission is hereby created as a deliberative and recommending body of the Parks and Recreation Department with support from the Wilsonville Public Library and Administration Department subject to the provisions of the attached Bylaws as Exhibit 1; and
2. The oversight and administration of the Community Tourism Matching Grant Program that was transferred from the Parks and Recreation Advisory Board to the Tourism Promotion Committee on June 15, 2015, with Resolution No. 2541 is hereby transferred to the Commission with Council adoption of Resolution No. 2941 on Dec. 20, 2021, effective with the Fiscal Year 2022-23 budget on July 1, 2022; and
3. The Community Tourism Matching Grant Program is hereby renamed as the Community Cultural Events and Programs Matching Grant Program effective July 1, 2022, that is intended to aid organizations that produce projects, programs or events that promote local business and tourism, and for festivals and special events for the benefit of the Wilsonville community;
4. The Heritage Tree Committee created by Resolution No. 1928 of April 5, 2005, is made a subcommittee of the Commission to be populated by members of the Commission. Current staffing support from the Planning Division of the Community Development Department may continue or be modified at the City Manager's discretion.

5. 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.
6. This Resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof on the 20th day of December 2021, and filed with the Wilsonville City Recorder this date.

Julie Fitzgerald, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

1. Arts, Culture, and Heritage Commission (ACHC) Bylaws, Dec. 20, 2021

City of Wilsonville Arts, Culture, and Heritage Commission Bylaws

Ratified by the City Council with adoption of Resolution No. 2941 on December 20, 2021

The City of Wilsonville Arts, Culture, and Heritage Commission is hereby created by the City Council as a deliberative and recommending body of the Parks and Recreation Department with support from the Wilsonville Public Library and Administration Department subject to the following section provisions:

Section 1. Name

Arts, Culture, and Heritage Commission (“ACHC” or “Commission”).

Section 2. Purpose

The Commission is a volunteer municipal board that advises the City Council and other City boards, commissions and committees on promoting the advancement of arts, culture, and heritage activities, events, facilities and programs that benefit the community.

Section 3. Duties

The Commission has three primary functions:

1. The Commission oversees implementation of the Arts, Culture, and Heritage Strategy (ACHS) and is charged specifically to develop annually for City Council approval 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.
2. The Commission makes recommendations to the City Council and other City boards, commissions and committees as is appropriate to:
 - a. provide public-sector 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-arts 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 with Wilsonville cultural non-profits in order to build organizational capacity; and
 - g. identify and recommend the use of sustainable funding mechanisms to support arts, culture and heritage.
3. The Commission makes recommendations to the City Council concerning the goals and objectives, and the selection and disbursement of funds of the former Community Tourism Matching Grant Program to a renamed Community Cultural Events and Programs Matching Grant Program that is intended to aid organizations that produce projects, programs or events that promote local business and tourism, and for festivals and special events for the benefit of the Wilsonville community.

Section 4. Membership Qualifications

Commissioners shall be community members with knowledge and experience in arts, culture or heritage activities, events, facilities and/or programs, and includes artists, business professionals, youth, community members of diverse ethnic backgrounds and those with proficiency relevant to the purpose of the Commission. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.

Section 5. Number of Members

The Commission shall consist of thirteen (13) members, composed of nine (9) voting members appointed by Mayor with Council confirmation and four (4) non-voting ex-officio members who provide advice to the Commission.

The four (4) ex-officio positions are a City Councilor who also acts as Council liaison for the Commission; the City's Parks and Recreation Director or his/her designee; the City Manager or his/her designee; and the Library Director or his/her designee.

Section 6. Residency

The City Council appreciates that many local-area community members view Wilsonville as their "hometown" for schooling, socializing, shopping, worshiping, recreating or conducting

business, and that they often serve as volunteers of leading cultural nonprofits focused on Wilsonville. While City of Wilsonville residency is not required to serve on the Commission, the Commission is to be composed of a minimum of five (5) residents of the City of Wilsonville.

Section 7. Appointment

Appointment and confirmation to the Commission follows the standard City procedure in which the Mayor appoints and the City Council confirms Commission members, who serve at the pleasure of the Council. A member may be removed in a similar manner as appointment.

Section 8. Vacancy

A vacancy on the Commission shall be deemed to exist in the case of death or disability, upon receipt of a letter of resignation or defacto resignation or upon removal of any commission as provided herein. Vacancies on the Commission shall be filled by appointment in the same manner in which members of the Commission are regularly appointed. Any person selected to fill a vacancy on the Commission shall serve the balance of the term of the commissioner being replaced.

Section 9. Terms of Appointment

Members shall serve three (3)-year terms, with three (3) consecutive terms being the maximum number of terms that a commissioner may serve. A commissioner who has termed out cannot be appointed again until after a one (1)-year period has passed.

Staggered three (3)-year terms based on the fiscal year are scheduled so that three (3) members are appointed or reappointed each year. A vacancy in a position may be appointed to fulfill the remainder of the term. Terms of appointment for less than three years shall not count towards the maximum time of service.

At the outset of the Commission's initial appointment, term-lengths of voting positions are staggered as follows so as to not have the entire Commission membership turn-over at once. Subsequent position terms are three (3) years in duration. Initially, three (3) positions are approximately one (1) year in duration; three (3) positions are a two (2)-year duration; and three (3) positions are full three (3)-year terms of appointment; assuming appointment by or before June 30, 2022:

Position #1: 1-year term until June 30, 2023; next term: July 1, 2023, to June 30, 2026

Position #2: 1-year term until June 30, 2023; next term: July 1, 2023, to June 30, 2026

Position #3: 1-year term until June 30, 2023; next term: July 1, 2023, to June 30, 2026

Position #4: 2-year term until June 30, 2024; next term: July 1, 2024, to June 30, 2027

Position #5: 2-year term until June 30, 2024; next term: July 1, 2024, to June 30, 2027

Position #6: 2-year term until June 30, 2024; next term: July 1, 2024, to June 30, 2027

Position #7: 3-year term until June 30, 2025; next term: July 1, 2025, to June 30, 2028

Position #8: 3-year term until June 30, 2025; next term: July 1, 2025, to June 30, 2028

Position #9: 3-year term until June 30, 2025; next term: July 1, 2025, to June 30, 2028

Section 10. Organization

At the first meeting of each fiscal year, the Commissioners elect a chair and vice-chair from the voting members.

The Chair (or Vice Chair in the absence of the Chair) presides over all meetings. The Chair works with City staff or consultant for meeting agenda development.

The Commission may create subcommittees composed of at least three (3) voting members to focus and advise the Commission on specific issues.

The Heritage Tree Committee created by Resolution No. 1928 (April 5, 2005) is a subcommittee of the Commission, as modified by Resolution No. 2914 (Dec. 20, 2021). The Heritage Tree Committee oversees the heritage tree program that facilitates the City's ability to "recognize, foster appreciation of, and inspire awareness of the contribution trees make to the community" and provide "heritage tree recognition [that] will promote awareness of our history as a community, and provides important links to the past." Resolution No. 1928.

An appointed City staff person or contractor will serve as secretary to keep notes of each public meeting, prepare the Five-Year Action Plan and annual One-Year Implementation Plan, operate the grant program, and assist with the Commission's administrative tasks.

Section 11. Meetings

The Commission will meet on an agreed-upon schedule at least four (4) times per fiscal year. The Chair may also call a special meeting with one week's advance notice. All meeting notices may be given by email or regular mail and will be published on the City's website. All Commission meetings are open to the public.

A meeting may be held without a quorum; however, a quorum of at least five (5) voting members is required in order for the Commission to vote on any matter. Commission members may participate in a meeting telephonically or electronically online. Parliamentary procedure is to be guided by Robert's Rules of Order Newly Revised.

City staff or consultant who support the Commission shall arrange for Commission review and approval of meeting minutes, the Five-Year Action Plan and annual One-Year Implementation Plan, grant program selection and award recommendations, and other documents as needed.

Section 12. Voting

All voting members are entitled to vote at any Commission meeting, regular or special. Proxies are not allowed. A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

Section 13. Conflict of Interests Provision

Commission members agree to abide by Oregon ethic laws regarding conflicts of interest. 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.