



AGENDA

ARTS COMMISSION REGULAR MEETING

City Hall Council Chambers, 865 SE Barrington Drive, Oak Harbor, WA 98277

THURSDAY, FEBRUARY 12, 2026

5:00 PM

1. CALL TO ORDER/ROLL CALL

Position	Member	Attendance
Position 1	Joseph Andrade	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Absent
Position 2	JR Russell	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Absent
Position 3	Robert Sanders	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Absent
Position 4	Valerie Steely	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Absent
Position 5	Cynthia Mason	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Absent
Position 6	Tracy Davidson	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Absent
Position 7	vacant	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Absent
Student Member	Reese Wasinger	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Absent
Ex Officio	Council Member Sandi Peterson	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Absent

2. INTRODUCE NEW MEMBER – JOSEPH ANDRADE

3. APPROVAL OF AGENDA

4. APPROVAL OF ARTS COMMISSION DECEMBER 11, 2025 MINUTES

5. PUBLIC COMMENT

During this time, citizens may comment on subjects of interest not on the agenda. To ensure comments are recorded properly, state your name clearly. Individual comments will be limited to three (3) minutes to ensure maximum participation during the 15-minute timeframe allotted for this item. Public Comment may also be submitted online at

<https://www.oakharbor.gov/publiccomment> at least two (2) business days in advance of an advisory board meeting.

- Nancy Ewing

6. DISCUSSION/ACTION/PRESENTATION/REPORT ITEMS

- Reappoint Reese Wasinger as Student Representative for 9/1/25 – 8/31/26.
- Elect Arts Commission Chair for 2026
- Elect Arts Commission Vice-Chair for 2026
- Set Arts Commission Regular Meeting Schedule for 2026

- e. Arts Commission Sub-committee Appointments for 2026
- f. Set Sub-committee Meeting Schedule for 2026
- g. Arts Commission Resolution, Bylaws, and Ordinance Amendments – Review
- h. Art Sculptures and Landscape Maintenance – Update
- i. IT Plan for Art Submissions
- j. Subcommittee Updates
- k. Parks & Recreation Director Update

7. MEMBER COMMENTS

8. DETERMINATION OF FUTURE AGENDA ITEMS

9. ADJOURNMENT

All meetings will be recorded and published to www.youtube.com/c/CityofOakHarbor. The City of Oak Harbor is committed to providing meeting access to the widest possible audience, regardless of technology or ability. If accommodation is required, please call (360) 279-4500 at least two business days prior to the meeting.

December 11, 2025

Minutes

(without attachments)



**CITY OF OAK HARBOR
ARTS COMMISSION MEETING MINUTES
December 11, 2025 ♦ 5:00 p.m.**

This hybrid meeting was held in Council Chambers at City Hall. The YouTube video counter number is in parentheses () next to each agenda item.

1. CALL TO ORDER/ROLL CALL: (:21) Chair Russell called the meeting to order at 5:00 p.m.

Position and Commission Member	Attendance		
Position 1 – Karla Freund	In person ✓	Online	Absent
Position 2 – JR Russell, Chair	In person ✓	Online	Absent
Position 3 – Robert Sanders	In person ✓	Online	Absent
Position 4 – Valerie Steely	In person ✓ @5:02	Online	Absent
Position 5 – Cynthia Mason, Vice-Chair	In person ✓	Online	Absent
Position 6 – Tracy Davidson	In person ✓	Online	Absent
Position 7 – Therese Kingsbury	In person	Online	Absent ✓
Student Rep Reese Wasinger	In person	Online	Absent ✓
Ex-Officio Councilmember Chris Wiegenstein	In person ✓	Online	Absent

STAFF PRESENT: Parks & Recreation Director Smith (online), Recreation Manager Liz Lange, Parks Supervisor Brandon Cable, Harbormaster Alyce Henry, Videographer Tim Shelley, Jr., and Records Management Analyst Kim Perrine

2. APPROVAL OF AGENDA: (2:15)

MOTION: Chair Russell moved to make Item #5.b. (Creative Arts Foundation Presentation) Item #5.a. and then make Item #5.a. (Art Project Proposal Presentation: Marina Flags) Item #5.b. No one had additional changes, motion was not seconded, but the motion carried unanimously.

3. APPROVAL OF MINUTES – Regular meeting of November 13, 2025: (3:15)

MOTION: Commissioner Davidson moved to approve the November 13, 2025 minutes as written, seconded by Commissioner Freund. Motion carried unanimously.

4. PUBLIC COMMENT: (3:50) No public comments were made at the meeting and no public comments were received electronically.

5. DISCUSSION/ACTION/PRESENTATION/REPORT ITEMS:

- a. Creative Arts Foundation Presentation (4:17) Cynthia Mason, as President of the Oak Harbor Creative Arts Foundation, presented this item along with Larry Mason (VP), Tiffany Scribner (Director), and Lynn Goebel (Director). The Creative Arts Foundation gained their 501(c)(3) designation in 2024. The Creative Arts Foundation PowerPoint (see attached slides) was shared with the commission. Topics covered: Mission, Vision, Value Proposition, Impact of the Arts, Performing Arts Center Design Concept, Maker Space Design Concepts, Feasibility Study, Align Missions for Greater Impact, Arts Commission Mission, and Alignment with Creative Arts Foundation. The

Creative Arts Foundation would like to gain the Arts Commission support to meet with Council at a workshop/future meeting to discuss entering into a Memorandum of Understanding with the City. Some members of Mr. Oak Harbor Royalty were present. Cesar Vigil (Teen Second Prize) spoke and indicated that Mr. Oak Harbor Royalty supports an organization each year and they've selected the Oak Harbor Creative Arts Foundation as their service project for next year. Also present were Rowan McDonald (Teen First Prince) and Kenneth Hendrix (Mr. Oak Harbor). Max Delacruz was also present. **MOTION:** Chair Russell moved that the City enter into a Memorandum of Understanding with the Oak Harbor Creative Arts Foundation, seconded by Commissioner Freund. Motion carried 5-1 (Davidson, Freund, Russell, Steely, and Sanders for, Mason abstained)

- b. Art Project Proposal Presentation: Marina Flags/Banners (30:13) Harbormaster Alyce Henry presented this item. Since there is no art at the marina, she is looking to do a competition for kids under 18 to design a flag/banner reflecting "What does the marina mean to you?" This would be an 8-month process. There will be a People's Choice to select the top 10. The flags/banners would hang on the main walkway and fuel dock at the marina during winter months, with flower baskets hanging during the spring/summer. The flags/banners would be revealed at the "Harvest at the Harbor" event in September. The estimated cost for the flags/banners is \$1,500. Vice-Chair Mason mentioned that in previous discussions about this, it was mentioned the banners be made out of used sails. Chair Russell spoke about the proposed project process and indicated that this will be discussed at the January meeting. Also discussed was meeting with Main Street to extend the art from Pioneer Way to the marina.
- c. Art Sculptures and Landscape Maintenance – Update (41:19) Parks Supervisor Brandon Cable presented this agenda item. He indicated that on November 18th he met with Parks & Recreation Director Smith, Commissioner Davidson, Commissioner Freund, and Richard Nash to discuss sculpture maintenance and reviewed the Intricate Guide for the WA State Arts Commission (64-page materials and fabrication handbook) regarding interior and exterior artwork. It was suggested that questions regarding the following be added to the Project Proposal form for artists to complete maintenance, cleaning, techniques needed, yearly cost, life expectancy with routine maintenance, etc. Also discussed was a possible partnership with OHHS or a local art non-profit and the fact that this could be an opportunity for an art renovation class. Vice-Chair Mason suggested "Adopt-a-Park". Discussion ensued regarding getting community involvement, requesting a status report or cost plan to maintain the art, making sure the landscaping is conducive to the location, and preparing a general maintenance checklist.
- d. January 8, 2026 Regular Meeting – Change to Workshop (51:11) The January 8, 2026 regular meeting is being changed to a special workshop to be held at 2:30 p.m., at the Parks & Recreation Office at 1400 NE 16th Ave, Oak Harbor, WA.
- e. Sister City with Dublin Ireland – Discussion (52:42) Recreation Manager Liz Lange presented this agenda item and shared with the commission a handout entitled "Dublin Ireland & Oak Harbor Sister City Discussion" (see attached). The commission was asked to review the document, and this matter will be discussed further at the workshop. Commissioner Steely suggested reaching out to the Whidbey Island Irish Society – Sooz Konopik.
- f. Volunteer Recognition – Discussion (59:31) Recreation Manager Lange presented this agenda item. They have a volunteer appreciation schedule at The Center which could work for the Arts Commission as well. She asked the commission to think about and identify groups/volunteers to recognize and how to celebrate them – a BBQ at the park, letter from the Mayor, t-shirt or mug, etc. This can be discussed further at the workshop.

- g. Subcommittee Updates (1:01:52)
 - Outreach subcommittee. Vice-Chair Mason updated the commission. The subcommittee met with Communications Officer Magi Aguilar and prepared handouts and a slide show for the presentations that have been held at Soroptimist, OHHS, and Main Street.
- h. Parks & Recreation Director Update (1:03:57)
 - Kinnebrew Collection. Parks Supervisor Cable indicated that the City received one proposal from Valdez Construction (\$30,600) to install both the Gate of Inspiration and 3 Totems. Installation should occur in 2026.
 - Parks & Recreation Director Smith would like to have a ribbon cutting ceremony once the installation for all the Kinnebrew pieces have been installed and have an Art Walk.
 - The Wearable Art Show – Call for Artists – Accepting applications now.

6. MEMBER COMMENTS: (1:05:39)

- a. Ex-Officio Wiegenstein loves the volunteer recognition and suggested having some stage time at the Music Festival to recognize a “Volunteer of the Year”.
- b. Commissioner Davidson has a concern about the art project proposal process as the commission receives a higher volume and asked if the City is looking at automation. Recreation Manager Lange indicated the City will continue to utilize the tools we have. If any of the commissioners are having access issues, please contact her. Commissioner Davidson also thanked Commissioner Freund and Commissioner Kingsbury for their service on the commission.
- c. Regarding list of artists, Vice-Chair Mason mentioned that ArtsWA has a list that the City can promote on our website. Public Works Administration Manager Sandra Place can assist us with the procurement process, if needed. Vice-Chair Mason also wanted to recognize Commissioner Freund and Commissioner Kingsbury for their years of dedication to the arts. She also thanked staff for their time and attention to the arts.
- d. Commissioner Steely thanked the commission for a good meeting and stated that she likes the Sister City suggestion.
- e. Commissioner Sanders thanked everyone for coming and stated that he loves the Arts Project Portal, is looking forward to using it and spreading the word. He also likes the youth participation.
- f. Chair Russell explained the Arts Project process and how it works.
- g. Commissioner Freund thanked staff and those that propose art ideas. She stated that she’s happy to have spent time on the Arts Commission.

7. DETERMINATION OF FUTURE AGENDA ITEMS: (1:15:15) Please submit agenda items to Chair Russell and Parks & Recreation Director Smith as soon as possible. The commission’s next regular meeting will be February 9, 2026.

- a. Art Sculptures and Landscape Maintenance – Update
- b. Subcommittee Updates.
- c. Parks & Recreation Director Updates.

8. ADJOURNMENT: (1:15:25) There being no further business, the meeting was adjourned at 6:15 p.m.

MOTION: Vice-Chair Mason moved to adjourn the meeting, seconded by Commissioner Davidson. Motion carried unanimously.

Minutes taken by Records Management Analyst Kim Perrine.

Public Comments

Kim Perrine

From: noreply@civicplus.com
Sent: Friday, January 30, 2026 1:14 PM
To: Julie Nester; Macalle Finkle; Sabrina Combs; Magi Aguilar; Brian Smith; Kim Perrine
Subject: Online Form Submission #88128 for Public Comment Form

Caution! This message was sent from outside your organization. [Report](#)

Public Comment Form

Full Name	Nancy Ewing
Email	[REDACTED]
Are you a resident of the City of Oak Harbor?	Yes
Street Address	[REDACTED]
Agenda Item	Intoxicated Mayor
Public Comment	I am writing to express concern about the mayor's conduct at the production of RENT at the Whidbey Playhouse on 1/29/2026. During the performance, the mayor and members of his group were drinking, repeatedly loud and disruptive, which many attendees found embarrassing and disrespectful to the performers and audience. The incident was widely witnessed. The following morning, a scheduled public meet-and-greet was canceled to which we presume he was hungover. While this may not violate any specific law or code, I believe it reflects very poorly on the professionalism expected of our city's leadership and undermines public trust.
Please share this comment with:	City Council (CC), Arts Commission (AC)

Email not displaying correctly? [View it in your browser.](#)



Arts Commission
Resolution, Bylaws,
& Ordinance

Review Only

RESOLUTION NO. #26-02

A RESOLUTION OF THE CITY OF OAK HARBOR AMENDING THE BYLAWS OF THE OAK HARBOR ARTS COMMISSION

WHEREAS, the Oak Harbor Arts Commission was created by Ordinance No. 1438 (October 18, 2005) as an advisory board to the Mayor and the City Council to foster arts and cultural programs, foster the development of a local arts community, encourage an environment for the success of working artists, and further the vision of Oak Harbor as a vibrant and progressive community; and

WHEREAS, Resolution No. 23-25, approved December 5, 2023, adopted by reference the Arts Commission Bylaws and Rules of Procedure; and

WHEREAS, due to requests from Council and staff review, additional revisions are proposed to the Bylaws, attached hereto as Exhibit A; and

WHEREAS, the amended Bylaws were reviewed by the Arts Commission on February 12, 2026; and

WHEREAS, the City Council finds the amended Bylaws are in the best interest of the City;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor as follows:

1. Adoption of the Oak Harbor Arts Commission Bylaws. The City hereby adopts by reference and incorporates herein the attached Oak Harbor Arts Commission Bylaws and Rules of Procedure, attached hereto as Exhibit A. These Bylaws replace previous versions on file with the City Clerk.
2. Severability. If any provision of this Resolution or its application to any person or circumstances is held invalid, the remainder of the Resolution or the application of the provision to other persons or circumstances is not affected.
3. Effective Date. This Resolution shall be in full force and effect five (5) days after publication, as provided by law.

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PASSED by the City Council and approved by its Mayor this _____ day of _____, 2026.

CITY OF OAK HARBOR

Ronnie Wright, Mayor

Attest:

Julie Nester, City Clerk

Approved as to form:

Hillary J. Evans, City Attorney

EXHIBIT A

**OAK HARBOR
ARTS COMMISSION**

**BYLAWS & RULES
OF PROCEDURE**

City of Oak Harbor Arts Commission Bylaws and Rules of Procedure

City of Oak Harbor Ordinance No. 1438 (Section 2.29.010 OHMC) approved October 18, 2005, and codified as Chapter 2.29 OHMC, created the city of Oak Harbor arts commission.

1. Name. The official name shall be “Oak Harbor arts commission” and may be referred to as the “arts commission”. The arts commission shall report directly to the mayor or his/her designee.

2. Purpose. The arts commission is charged with the following functions:
 - a. Foster arts and cultural programs and venues for the enrichment of the city and its residents.
 - b. Foster the development of a local arts community, encouraging an environment for the success of working individual artists.
 - c. Coordinate and strengthen new and existing art organizations and develop cooperation with regional entities.
 - d. Develop a program for public art including identifying sources of funding.
 - e. Further the vision of Oak Harbor as a vibrant and progressive community.

3. Membership, attendance, and vacancies.
 - a. Appointment.
 - i. Arts commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - ii. ~~The mayor, or designee, will interview qualified applicants for appointment before being confirmed by the city council.~~
 - iii. The arts commission consists of seven (7) members appointed by the mayor and confirmed by the city council.
 - Five (5) members shall reside within the ~~C~~city limits.
 - Two (2) members may reside within the 98277 or 98278 zip code areas.
 - iiii. ~~In addition, there shall be one (1) student member and one (1) ex-officio councilmember appointed to this commission. Both of these members are non-voting and do not count towards a quorum. There shall be one (1) ex-officio councilmember appointed to this commission. This will be a non-voting position and does not count towards a quorum.~~

- iv. There shall be one (1) student representative who must be a resident of and attend high school in the city of Oak Harbor. This will be a non-voting position and does not count towards a quorum.
 - vi. The mayor, or designee, shall appoint a primary staff liaison, staff support, and a recording secretary to this commission.
- b. Remote attendance. A commissioner who is not able to physically be present, whether for all or part of a meeting, is allowed to attend remotely, as needed, subject to the following:
- i. Notice. A commissioner shall contact the chair, staff liaison, and commission secretary at least one (1) day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the chair has called the roll at a meeting, the chair shall indicate any commissioner attending remotely, which will be noted in the minutes. If joining after roll call, the commission secretary shall note in the minutes the time the commissioner joined and, if leaving before adjournment, when the commissioner left.
 - ii. Remote attendance by a commissioner shall be through the city's preferred teleconferencing platform.
 - iii. A commissioner's camera should be turned on when participating in a meeting.
 - iv. A commissioner attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
 - v. A commissioner attending remotely must be able to hear comments or testimony and staff's presentations in real time and must be able to be heard by the commissioners.
- c. Attendance.
- i. Attendance at all meetings is expected of all arts commission members. Any member anticipating an absence from a meeting shall notify the chairperson, staff liaison and commission secretary at least two (2) business days prior to the meeting.
 - ii. The arts commission shall comply with attendance policies per Chapter 2.65 OHMC.
 - iii. It is the desire of the city that members attend meetings in person. If members have to attend the meeting virtually, they must be able to hear and be heard in order for their attendance to count and to be able to vote.
 - iv. If a member misses twenty-five percent (25%) of the meetings in a rolling twelve (12) month period, the chair shall discuss participation with the member and notify the mayor.
 - v. If a member chooses to resign during their current term, they need to send a letter to the mayor's office indicating that they will be resigning from the advisory board and include the effective date of the resignation.

ed. Vacancies. The arts commission shall comply with membership vacancy requirements per Chapter 2.65 OHMC.

4. Officers, elections, and duties. At the first regular meeting in January of each year, the arts commission members shall elect from the entire arts commission a chairperson and a vice-chairperson who shall hold office for one (1) year. It is the desire of the city to rotate these positions/duties. Duties of each officer are described as follows:

a. Chairperson. The chairperson shall:

- i. run the meeting;
- ii. be a spokesperson for the arts commission;
- iii. ask for volunteers or may appoint people to lead sub-committees; and
- iv. perform other duties as assigned by the arts commission.

b. Vice-chairperson. The vice-chairperson shall:

- i. run the meeting in the absence of the chairperson;
- ii. perform the duties of the chairperson in their absence; and
- iii. perform other duties as assigned by the arts commission.

In rare instances where both the chairperson and vice-chairperson are absent simultaneously, the attending arts commission members will nominate and vote for a fellow commissioner to proceed as interim chairperson for that meeting only.

5. Meetings. In January of each year, the Oak Harbor arts commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to the meeting agenda and approved by a majority of arts commission members.

a. Date, time, and location. The arts commission shall meet regularly on the second Thursday of each month at 5:00 p.m. at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, Washington 98277, unless otherwise directed by the chairperson. The time, date, and location of a regular meeting may be changed by motion approved at a prior meeting.

b. Special meetings. Special meetings of the arts commission may be called at any time by the chairperson or by a quorum of the members of the arts commission upon personal notice being given to all members of the arts commission. If personal notice cannot be given, written notice must be received by such members at least twenty-four (24) hours prior to said meeting,

c. Work session and site visits. Advisory boards may meet informally in a work session or site visit (open to the public) to do concentrated planning, receive progress reports on current programs or projects, or receive other similar information from city staff, provided that all discussions and conclusions thereon shall be informal. An advisory board shall make no disposition of any item at a work session meeting or site visit. Public comment is not taken at a work session meeting or site visit unless participation is requested by the advisory board.

- d. Open to the public. All meetings shall be open to the public and all persons shall be permitted to attend any meeting. Meetings shall be conducted in accordance with Chapter 42.30 RCW and Robert's Rules of Order (Newly Revised).
- e. Regular meeting agenda. ~~The a~~Agendas should meet the requirements of Chapter 42.30 RCW – Open Public Meetings Act (OPMA). The arts commission shall provide reasonable notice of meetings to any individual specifically requesting such in writing. No other notice to the media is required. An agenda for each public meeting shall be prepared by the staff support person and shall be forwarded to each arts commission member with a reminder of the next regular meeting. The agenda shall be posted on the city website and bulletin boards at city hall.
- i. Additional agenda items may be proposed by any member of the arts commission when submitted to the chairperson, staff liaison, and commission secretary at least two (2) weeks prior to the regular monthly meeting. The staff liaison has the discretion to decline adding the proposed agenda item to an upcoming arts commission meeting and shall provide the proponent of the proposed agenda item a brief explanation for declining to schedule the item. Should the staff liaison place the proposed agenda item on an upcoming arts commission agenda, the arts commission may decline to discuss the newly added agenda item by a majority vote ~~of a majority~~ of the members present.
- ii. A typical agenda may consist of:
- Call to Order/Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - Public Comment
 - Discussion/Action/Presentation/Report Items
 - Member Comments
 - Determination of Future Agenda Items
 - Adjournment
- f. Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the arts commission. If a quorum is not present within fifteen (15) minutes of the meeting time, the chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. ~~The Ex~~-officio members and student representatives are non-voting and do not count towards the quorum.
- g. Serial meetings. A serial meeting occurs when a majority of the arts commission members have a series of small gatherings or communications that results in a majority of the commission collectively taking action even if a majority is never part of any one communication. Such a meeting violates the OPMA because it amounts to taking “action” – as defined in RCW 42.30.020(3) – outside an open meeting. Serial meetings can occur with or without technology, but the range of communication options available nowadays to members of the commission increases the risk. This is why members should not “reply all” to the whole commission on emails.
- h. Conflict of interest. ~~An A~~arts commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person's

immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.

- i. Voting. Decisions requiring a vote of the arts commission shall be made by an affirmative vote of a majority of the members present. Commissioners who have a conflict of interest with a motion should state their conflict and abstain from voting on that motion.
 - j. Meeting minutes. A staff member shall be appointed to take meeting minutes. Meeting minutes shall consist primarily of a record of action taken and shall be framed generally in accordance with Robert's Rules of Order (Newly Revised). Minutes of each meeting shall be subject to approval by the arts commission.
 - k. Video recording. The city's practice is to record meetings. A staff person shall be assigned the responsibility of recording the meeting and providing the video to the appropriate staff to be published on the city communication channels. If meeting is booked in the council chambers, it is the responsibility of the staff liaison to book the videographer to manage the recording and post it to appropriate communication channels.
 - l. Notice. Notice of meetings will be provided to the public a minimum of five (5) days prior to a meeting when action is to be taken. Notice of special meetings will be provided to the public a minimum of twenty-four (24) hours prior to the special meeting.
 - m. Procedures. Procedures on addressing agenda items shall generally be as follows:
 - i. The chairperson of the arts commission, city staff members, and representatives of the public agencies shall make their presentation.
 - ii. The proponents of the request of the arts commission shall present their case.
6. Attending city council meetings. An arts commission member who attends a meeting of the city council as a representative of the commission should follow the following guidelines:
- a. The official representative need not speak on every issue referred to the city council but should participate in council discussion only if it appears necessary.
 - b. The representative should answer questions about commission policies if these are addressed to them by the council.
 - c. The representative should support the commission's majority report and should not present his/her own point of view nor that of the minority without specifying it as such.
 - d. Nothing herein prevents an arts commission member from attending and participating at city council meetings in their individual capacity.
7. Annual report to council. The arts commission shall provide a work plan or update to the mayor and council annually that describes the activities of the arts commission during the current calendar year.

~~78.~~ Budget, expenditures, and funding.

- a. The arts commission shall not incur any indebtedness on behalf of the city without express approval of the mayor and city council.
- b. Funding shall consist of monies as provided by the city, donations, grants, fundraisers, special events and fees, including funding from the utility tax pursuant to OHMC 3.71.130.
- c. Coordinate with the Finance Director for procedures regarding monetary gifts or donations.

~~89.~~ Co-sponsorship of programs. All requests from community organizations for arts commission assistance or sponsorship shall be in written form to the staff liaison.

~~910.~~ Communication subject to the Public Records Act (PRA). All communications by arts commission members on behalf of the city of Oak Harbor arts commission are subject to the PRA. This includes, but is not limited to, text messages, emails, paper documents, social media posts, and voicemails. Members shall not use social media channels for conducting city business.

~~1011.~~ Annual training required. The arts commission should add required training to their January agenda to complete required training as a group. Otherwise, within ninety (90) days of initial appointment and every four (4) years thereafter, arts commission members shall be required to complete required training assigned by the mayor, or designee, including, but not limited to, the following training and provide their Certificate of Training to the arts commission secretary:

- a. Public Records Act (PRA) training (RCW 42.56). Online training: WA State Attorney General's Office PRA training video.
- b. Open Public Meetings Act (OPMA) training (RCW 42.30). Online training: WA State Attorney General's Office OPMA training video.

~~12.~~ Removal. Members may be removed by the mayor, with the concurrence of the city council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absences from more than three (3) consecutive regular meetings. The decision of the city council shall be final and there shall be no appeal therefrom. Members finding themselves unable to regularly attend meetings are expected to resign and notify the mayor, chairperson, and staff liaison.

~~13.~~ No surprise rule. Commissioners should use best efforts to contact the staff liaison to advise of emerging issues. Generally, commissioners agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and city staff at least 48 hours' advance notice to review any written proposal. To provide staff the necessary preparation time, commissioners will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting.

~~114.~~ Bylaws and amendment of bylaws.

- a. The foregoing bylaws are intended to govern the conduct of the affairs of the Oak Harbor arts commission and to prescribe the conduct of its officers.

- b. All bylaw amendments shall be submitted for consideration at a regular arts commission meeting; but shall not be voted upon until the following month's meeting.
- c. Amendments to these bylaws are subject to review and approval by the city attorney.
- d. These bylaws may be amended by a resolution passed by an affirmative vote of the city council.

ORDINANCE NO. 2037

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, AMENDING OAK HARBOR MUNICIPAL CODE CHAPTER 2.29 TITLED “OAK HARBOR ARTS COMMISSION”; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Ordinance No. 1438 (October 18, 2005), codified as Chapter 2.29 OHMC, created the Oak Harbor arts commission as an advisory body to the mayor and the city council to foster arts and cultural programs, foster the development of a local arts community, encourage an environment for the success of working artists, and further the vision of Oak Harbor as a vibrant and progressive community; and

WHEREAS, on December 5, 2023, council passed Ordinance No. 1985 creating a new Chapter 2.29 OHMC “Oak Harbor Arts Commission”; and

WHEREAS, it is prudent to review the bylaws, duties, processes, and procedures of all boards, commissions, and committees and provide updates to assist in their service to the city to reflect both their intent and current practices; and

WHEREAS, the city council finds it is in the best interest of the city to revise Ch. 2.29 OHMC in conjunction with a revision to the arts commission bylaws and rules of procedure;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

Section One. Amending OHMC 2.29. Oak Harbor Municipal Code Chapter 2.29 titled “Oak Harbor Arts Commission” is hereby amended to read as follows:

**CHAPTER 2.29
OAK HARBOR ARTS COMMISSION**

Sections:

- 2.29.010 Creation
- 2.29.020 Powers and duties
- 2.29.030 Membership - Appointments, attendance, vacancies, and officers
- 2.29.040 Meetings
- 2.29.050 Conflict of interest
- 2.29.060 Monetary donations and gifts of works of art to the city
- 2.29.070 City funding of the arts

2.29.010 Creation. An arts commission of the city of Oak Harbor, to be known as the Oak Harbor arts commission, is hereby established to serve as an advisory body to the mayor and Oak Harbor city council.

2.29.020 Powers and duties. The purpose of the Oak Harbor arts commission shall be to foster the creative arts in Oak Harbor. “Creative arts” shall include all forms of visual and performing arts. The arts commission shall make recommendations to the mayor and city council on activities, projects, and programs which the city should sponsor or undertake to promote the following goals:

- (1) Foster arts and cultural programs for the enrichment of the city and its residents.

- (2) Foster the development of a local arts community, encouraging an environment for the success of working individual artists.
- (3) Coordinate and strengthen new and existing art organizations and develop cooperation with regional entities.
- (4) Develop a program for public art, including identifying sources of funding.
- (5) Further the vision of Oak Harbor as a vibrant and progressive community.
- (6) Review this chapter and make recommendations for changes.

2.29.030 Membership – Appointments, attendance, vacancies, and officers. The arts commission shall follow the membership requirements in Chapter 2.65 OHMC. The following items are specific to the arts commission:

- (1) Appointments. In appointing members and filling vacancies, the mayor and council should endeavor to obtain a diverse cross-section and appoint members having an interest in the arts and cultural activities, practicing artists, and other persons employed in artistic endeavors.
 - (a) Arts commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - ~~(b) The mayor, or designee, will interview qualified applicants for appointment before being confirmed by the city council.~~
 - ~~(bc)~~ The arts commission consists of seven (7) members appointed by the mayor and confirmed by the city council.
 - (i) Five (5) members shall reside within the ~~C~~city limits.
 - (ii) Two (2) members may reside within the 98277 or 98278 zip code areas.
 - ~~(ed)~~ There shall be one (1) ex-officio councilmember appointed to the arts commission. This will be a non-voting position, and their attendance does not count towards a quorum.
 - ~~(ed)~~ There shall be one (1) student representative who must be a resident of and attend high school in the city of Oak Harbor~~from the local high school~~. This will be a non-voting position, and their attendance does not count towards a quorum.
 - ~~(f) The mayor, or designee, shall appoint a primary staff liaison, staff support, and a recording secretary to this commission.~~
- ~~(2) Remote attendance. A commissioner who is not able to physically be present, whether for all or part of a meeting, is allowed to attend remotely, as needed, subject to the following:~~

- (a) Notice. A commissioner shall contact the chair, staff liaison, and commission secretary at least one (1) day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the chair has called roll at a meeting, the chair shall indicate any commissioner attending remotely, which will be noted in the minutes. If joining after roll call, the commission secretary shall note in the minutes the time the commissioner joined and, if leaving before adjournment, when the commissioner left.
- (b) Remote attendance by a commissioner shall be through the city's preferred teleconferencing platform.
- (c) A commissioner attending remotely must have their camera turned on.
- (d) A commissioner attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
- (e) A commissioner attending remotely must be able to hear comments or testimony and staff's presentation in real time and must be able to be heard by the commissioners.

2.29.040 Meetings.

- (1) Meeting schedule. In January of each year, the Oak Harbor arts commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to a meeting agenda and approved by a majority of arts commission members.
- (2) Special meetings. Special meetings of the commission may be called at any time by the chairperson or by a quorum of the members of the commission upon personal notice being given to all members of the commission. If personal notice cannot be given, written notice must be received by such members at least twenty-four (24) hours prior to said meeting.
- (23) Regular Meeting agenda – Notice. The arts commission agenda and regular meeting notice shall be sent to ~~arts~~-commission members and posted as required ~~twenty-four (24) hours~~ five (5) days prior to said meeting.
- (34) Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the commission. If a quorum is not present within fifteen (15) minutes of the meeting time, the chairperson needs to call the meeting to order, indicate that there is no quorum, and close the meeting. ~~The Ex-officio members~~ and student representative are non-voting and do not count towards a quorum.

2.29.050 Conflict of interest. ~~An Arts~~ arts commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person's immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.

2.29.060 Monetary donations and gifts of works of art to the city. The city shall establish a separate fund to receive monetary donations for public art. Gifts of art to the city shall be reviewed by the Oak

Harbor arts commission and shall be forwarded to the city council prior to acceptance or rejection by the city.

2.29.070 City funding of the arts.

- (1) The city council in the biannual budget may set aside special funds to be placed in the arts fund.
- (2) Monies allocated to the arts fund from the utility tax shall either be placed in the general fund with a direct allocation to the art acquisition and maintenance fund or placed directly in the Creative Arts Fund pursuant to OHMC 3.71.130.

Section Two. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder or the Ordinance or the application of the provision to other persons or circumstances is not affected.

Section Three. Corrections. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section Four. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication, as provided by law.

PASSED by the City Council this _____ day of _____, 2026.

THE CITY OF OAK HARBOR

By _____
Ronnie Wright, Mayor

Dated: _____

Attest:

Julie Nester, City Clerk

Approved as to Form:

Hillary J. Evans, City Attorney

Published: _____