

Shawnee Arts & Culture Commission

TYPE OF MEETING

REGULAR MEETING	(X)	RESCHEDULED REGULAR MEETING	()
SPECIAL MEETING	()	CONTINUED OR RECONVENED MTG	()

DATE:

TIME:

PLACE OF MEETING:

4.27.2022

5:00 P.M.

Commission Chambers

City Hall, 9th & Broadway

Shawnee, OK 74801

To be completed by person filing notice:

NAME:

Rachel Clyne

TITLE:

City Planner

ADDRESS:

222 N. Broadway Ave

Shawnee, OK 74801

PHONE:

(405) 878-1616

Filed in the office of the municipal clerk at 1:40 a.m./p.m. on 4.20.2022

SIGNED:


City Clerk/Deputy Clerk

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FOR CITY CLERK'S OFFICE USE ONLY

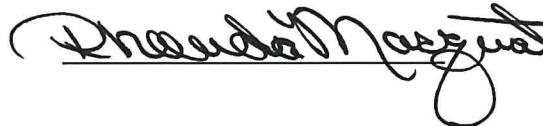
DATE NOTICE RELEASED TO NEWS MEDIA:

4-20-2022

PERSON FILING NOTICE:

/s/ Rachel Clyne

NOTICE VERIFIED BY:



AGENDA
Shawnee Arts & Culture Commission
Regular Meeting
April 27, 2022, 5:00 P.M.
City Hall, 16 W. 9TH St. Shawnee, OK

- 1) Roll call**
- 2) Introductions**
- 3) July 2021 meeting recap**
- 4) Review the DRAFT of SACC Bylaws**
- 5) Review of Ordinance No. 2741NS**
- 6) Review of 2022 SACC meetings calendar**
- 7) Adjournment**

Shawnee Arts & Culture Commission By-laws
Shawnee, Oklahoma

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Ordinance No. 2714NS created the City of Shawnee Arts & Culture Commission (SACC) on March 1, 2021. It is a seven-member commission. Members are appointed by the Mayor and approved by the City Commission. According to Section 22-741 of the Shawnee Code of Ordinances, the SACC board members advise the City Commission on Art in Public Places matters.

Purpose

The purpose of the Shawnee Arts & Culture Commission shall be according to **Sec 22-741** of the City Code of Ordinances

- To help promote art in public places throughout the City of Shawnee,
- To assist in the selection of works of art for the City's collection, and
- To aid in the development of programs to enhance and maintain the collection.

Composition, Compensation, and Terms

Composition, compensation, and terms shall follow **Sec. 22-741** of the City Code of Ordinances.

Composition

- One (1) member shall represent local art or cultural organization
- Four (4) members shall be professional artists, performers, architects, or landscape architects
- Two (2) members at large

Compensation

All members of the Commission shall serve without compensation.

Terms

- The terms of the four professional members of the Shawnee Arts & Culture Commission (SACC) shall be three (3) years or until their successor takes office, not including partial terms.
- The terms of the remaining three members (organizational and at large) shall be two (2) years or until their successor takes office, not including partial terms.
- No member shall serve more than three (3) consecutive terms.
- Members who have served three (3) consecutive terms may be reappointed after rotating off the Commission for at least one (1) full term.

Officers

Per **Sec 22-743** of the City Code of Ordinances, in January of each calendar year, the SACC shall elect an Executive Committee consisting of a Chair, Vice-Chair, and Commission Advocate.

The **Chair** is a Shawnee Arts & Culture Commission member who serves a key role with the Commission. It ensures that the Commission functions correctly with full participation by Commissioners during meetings, that all relevant matters are discussed, and that effective decisions are made.

- The Chair works with City staff to build and lead the Arts & Culture Commissioners team.

- The Chair makes appointments to ad hoc committees to conduct SACC business and implement the various plan and study recommendations.
- The Chair acts as the SACC figurehead and occasionally may be called upon to represent the Commission before the City Commission or other forums, functions, and meetings.
- The Chair is responsible for working with the City SACC Liaison to ensure each meeting is planned effectively and conducted under the enabling ordinance and generally governed according to Roberts Rules of Order.
- The Chair's term is two years.

Chair Duties

- Open the meeting and state the time for the record.
- Initiate roll call.
- Confirm a quorum is present
- If a quorum is not present or is lost during a meeting, the meeting should be adjourned without further action.
- Explain meeting procedures and time limitations.
- Utilize the agenda.
- Call for an applicant to present their application.
- Maintain order at all times.
- Enforce time limitations when necessary.
- Encourage action or discussion where appropriate.
- Limit questions and responses to relevant applications or items for discussion.
- Call for motions when appropriate.
- Recognize motions made by Commissioners.
- Ensure that staff has notated motions and member responses.
- Adjourn meeting.

The **Vice-Chair** is a Shawnee Arts & Culture Commission member who serves as the Chair, who can act for and assist the Chair in performing the Chair's duties during the Chair's absence.

- The Vice-chair will also be considered first as the immediate successor to the Chair when the Chair's term has ended.
- The Vice-Chair's term is two years.

The **Commission Advocate** is a Shawnee Arts & Culture Commission member elected to play an advocacy role at the local and state levels—specifically providing advocacy leadership for the annual State of Oklahoma's Arts Day at the State Capitol in May.

- The Commission Advocate will keep updated on information and online groups relevant to the Oklahoma Arts community to help educate the SACC board members.
- The Commission Advocate's term is one year, and they may be reappointed.

Functions of SACC

- To make regular assessments of the conditions and needs of the City concerning the arts
- To advise the City Commission concerning works of art to be placed on municipal property

- To make recommendations to the City Commission concerning grants from Federal and State agencies and private groups
- To oversee Arts & Culture projects and programs as directed by the City Commission
- To increase public awareness of the value of Shawnee's Arts & Culture resources by developing and participating in public information programs
- To encourage increased involvement with Arts & Culture by departments of the City
- To better utilize private Arts & Culture agencies for services to citizens
- To keep minutes and records of all meetings and proceedings, including voting, attendance, resolutions, findings of fact, and decisions
- To review and make recommendations regarding proposed public art purchased with 1% for art funding or inclusion in any construction or renovation project
- To perform any other functions imposed or otherwise specified by the City Commission
- To work with businesses and local organizations to create art-related events
- To coordinate with local organizations to develop art education programs
- To identify grant opportunities for public arts within the City
- To recommend and assist with the creation of citywide art projects
- To establish an effective liaison between the City and local cultural and artistic groups

Roles & Responsibilities for all Commission Members

- Attend training sessions and review materials provided by City Staff.
- Serve as an advocate for Arts & Culture in the community.
- Become thoroughly familiar with the ordinances, guidelines, regulations, criteria, etc.
- Thoroughly review staff memos, reports, applications, and support documentation before SACC meetings.
- Review applications, ask relevant questions as needed, and vote on applications heard.
- Make recommendations, citing reasons when needed, to the City Commission, or continue application review to a specific future date.
- Limit discussions and questions to relevant material.
- Make recommendations in compliance with the Commission's policies and the requirement and intent of the applicable ordinances.
- Request additional information from staff when needed for recommendations.
- Serve on ad hoc committees when requested by the Chair.
- In addition to regular meetings, attend SACC-sponsored events, including public art dedications, exhibition openings, lectures, tours of potential public art sites, project information meetings, and public hearings.
- Serve as a committee member for SACC projects.

Public Meetings of the Shawnee Arts & Culture Commission

- Meetings of the SACC are held quarterly in the Commission Chambers at the Shawnee City Hall at 16 West 9th Street.
- The meetings are held at 5 p.m. or at a time designated by the SACC or City Commission.
- If necessary, the Chair may call Special meetings with appropriate public notice.
- All meetings are public and generally governed according to Roberts Rules of Order.
- A quorum shall be defined as a minimum of four voting SACC members present for these meetings.
- Any Commission member with a family or fiduciary relationship to the property, property owners, artist, or art vendors shall recuse themselves from the application review and voting process.



Standing Rules

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Standing Rules for the City of Shawnee Arts & Culture Commission

The City of Shawnee Arts & Culture Commission (SACC) is a seven-member standing committee of volunteer visual arts and business professionals, appointed by the Mayor with the approval of the City Commission, for the purpose of advising the City Commission on matters relating to the implementation of the Policy for Works of Art (Ord. No. [2714NS](#), § 1, 3-1-2021). The SACC was established by Shawnee Municipal Code, Chapter 22, Article IX § 22-740 et seq.

Public art is a powerful tool used to create emotion and interest in those who view it. Ultimately, it should create value and enhance the environment where it is displayed.

The primary role of the SACC is to approve all art purchased, commissioned, or accepted as a gift by the City, as well as all art proposed for placement anywhere within the Public Right of Way or on property owned or leased by the City. To provide a means to fund the acquisition, display, and maintenance of works of art by the City, and to integrate art, when appropriate, into City construction projects. SACC approval is also necessary before any art subject to their approval can be in any way altered or removed.

The SACC shall meet quarterly in the City Commission Chambers at Shawnee City Hall.

Functions

- To make regular assessments of the conditions and needs of the City concerning the arts.
- To advise the Council concerning works of art to be placed on municipal property.
- To make recommendations to the City Commission concerning grants from Federal and State agencies, private groups, and individuals, and when so directed by the City Commission, oversee arts and cultural projects and programs.
- To increase public awareness of the value of our arts and cultural resources by developing and participating in public information programs.
- To advise and assist the City Commission in connection with such other arts and cultural matters as may be referred to it by the City Commission.
- To encourage greater arts and cultural involvement by departments of the City and to better utilize private arts and cultural agencies for services to citizens.
- To perform any other functions imposed by this article or otherwise specified by the City Commission.

- To advise the City Commission concerning the promotion of coordination among units of government in their projects and programs which involve the arts and cultural matters.
- Suggest art for inclusion in any construction or renovation project pursuant to receipt of 1% for art funding as soon as the proposed art is in schematic and/or rendered form.
- Working with businesses and local organizations to create art related events
- Liaising with local organizations to create art education programs.
- Identifying public properties that might be appropriate locations for public art.
- identifying grant opportunities for public arts within the city.
- Assistant in creation of citywide art projects.
- Advising the City Council on all matters affecting the culture of the City and to advise and assist other City boards and commissions in the field of the fine arts
- Encouraging programs in the fine arts and to promote the cultural enrichment of the community
- Establishing an effective liaison between the City and local cultural and artistic groups

Composition & Terms

The membership includes two Members at Large, four members who are professional artists, performers, and/or architects/landscape architects, and one member from a local arts and/or cultural organization not specifically referenced. Only at large members shall be required to be residents of the City of Shawnee due to the specificity of professional and organizational roles.

The term of the four professional members is three years or until a successor take office. The term of the organizational and at large members is two years or until a successor takes office. The term will expire in the year in which the term would normally expire from the appointment month. Any incumbent member of the Commission shall be eligible for reappointment at the end of their term of office. No member shall server more than three consecutive terms. Members who have served three consecutive terms may be reappointed after having rotated off the Commission for at least one full term. Members will be appointed to fill the remainder of vacant terms by the mayor, with the consent and approval of the city commission. A member appointed to fill a vacancy shall serve the remainder of the unexpired term. Any member of the SACC may be removed from office for neglect of duty or malfeasance. Removal shall be affected by a majority vote of the SACC members.

Compensation

All members of the Commission shall serve without compensation.

Officers

In January of every two calendar years, the SACC shall elect an Executive Committee consisting of a Chair, Vice-Chair, Commission Advocate.

- The **Chair** has the key role on the SACC, and ensures that the Commission functions properly and that there is full participation by Commissioners during meetings, that all relevant matters are discussed, and that effective decisions are made.
 - The Chair is responsible for working with the City SACC Liaison to make sure each meeting is planned effectively and conducted in accordance with the enabling ordinance and Roberts Rules of Order, and that Commission matters are dealt with in an orderly, efficient manner.
 - Open the meeting and state time for the record.
 - Initiate Role Call.
 - Dismiss members by adjourning the meeting should quorum not be met, or should quorum be lost due to absence of members at any time during the meeting.
 - Explain procedures and time limitations.
 - Initiate movement through the agenda.
 - Call for an applicant to address the Committee to present an application.
 - Ask for speakers wishing to address the Committee regarding an item on the agenda.
 - Maintain order at all times.
 - Enforce time limitations when necessary.
 - Encourage/initiate action where appropriate.
 - Limit questions and responses to materials relevant to case/items for discussion.
 - Encourage/call for motions when appropriate.
 - Recognize motions made by Commissioners.
 - Ensure that staff as notated motions and member responses.
 - Adjourn meeting.
 - The Chair works with City staff to build and lead the team of Arts Commissioners and makes appointments to Ad Hoc Committees, as needed to conduct the business of the Arts Commission and to implement the various Plan and Study recommendations to advance Arts and Culture for the City of Shawnee.

- The Chair works with the City Liaison to provide leadership support to the appointed Chairs to the various Arts Commission Committees as needed.
 - The Chair represents the Arts Commission as its figurehead and may from time to time be called upon to represent the Commission as a spokesperson before the City Council or in other forum, functions, and meetings, and serves as an advocate for Arts & Culture in the community.
 - The Chair's term is two years.
- The **Vice-Chair** is a member of the SACC who will be considered first as the immediate successor to the Chair when the Chair's term as Chair has ended. The Vice-Chair also serves as Chair, who can act for and assist the Chair in performing the Chair's duties during the Chair's absence.
 - The Vice-Chair's term is two years.
- The **Commission Advocate** is a member of the SACC who is elected to play an advocacy role at the local and state levels.
 - The Commission Advocate shall be responsible for the SACC Facebook, Instagram, and Twitter pages.
 - The Commission Advocate will also provide advocacy leadership for the annual State of Oklahoma's Arts Day at the Capitol in May.
 - The Commission Advocate shall communicate with members of the press, and invite politicians and others as directed by the SACC to attend SACC openings, and events.
 - Keep up to date with information, and online groups applicable to the Oklahoma Arts community to help educate the SACC.
 - The Commission Advocate's term is one year but may be reappointed.

Current Panel Members

- Katie Goodson, Professional Member, Commission Advocate, term expires May 2024
- Ryan Grider, Professional Member, term expires May 2023
- Robbie Kienzle, Member at Large, term expires May 2023
- Tera Leigh, Member at large and SACC Chair, term expires May 2023
- Tate Monroe, Professional Member, term expires May 2023
- Lucas Simmons, Professional Member, term expires May 2024
- Carmen Wolf, Organizational Member and SACC Vice Chair, term expires May 2023

Roles & Responsibilities for all Commission Members

- Attend training sessions and review materials provided by City Staff.
- Become thoroughly familiar with the ordinances, guidelines, regulation, criteria, etc. under their purview.
- Thoroughly review staff memos, reports, applications, and support documentation prior to SACC meetings.
- Hear cases, ask relevant questions as needed, vote on cases heard.
- Make recommendations or do not recommend cases citing reasons, or continue cases to a specific regularly scheduled meeting.
- Limit discussions and questions to relevant material.
- Make recommendations in compliance with the commission's policies and the requirement and intent of the applicable ordinances.
- Request additional information from staff members as needed to inform their recommendations.
- Volunteer to serve as an Arts Commission voting member on 1% for Art Selection Committees.
- Serve on Ad Hoc Committees when requested to do so by the Chair.
- In addition to regular meetings, SACC Members should attend SACC-sponsored events, including public art dedications, exhibition openings, lectures, tours of potential public art sites, project information meetings, and public hearings, whenever possible.
- Serve as committee members for SACC projects.

SACC Process Overview

All public artwork commissioned with funds set aside pursuant to the provisions of this section, shall be reviewed and a recommendation made by the arts and culture commission. Final approval for such public art purchases shall be given by the city commission or public trust as applicable, pursuant to subsection [22-746](#)(2) of this chapter. The arts and culture commission may also suggest art for inclusion in any construction or renovation project described in this section. Further, as soon as the proposed art is in schematic and/or rendering form, the arts commission shall review said proposed art. The arts and culture commission shall make its recommendation within 60 days of its receipt of the schematic and/or rendering form, to be forwarded to the city commission or public trust for approval.

(Ord. No. [2714NS](#), § 1, 3-1-2021)

Definitions

For the purposes of this section, the following terms shall have the meanings indicated:

Building means a structure designed and used in a manner for the public's benefit, including but not limited to convention centers, police and fire stations, utility stations, city facilities where the public is allowed to use for educational or training sessions, and city office facilities where city staff regularly interact with members of the public.

Total construction cost means that amount or cost of a public project before its design begins, and shall include land acquisition costs, testing and consultant fees.

Major renovation means:

- (1) Buildings. Any change, addition or modification to an existing building that increases the square footage by a minimum of 20 percent or the renovation of an existing building in which a minimum of 25 percent of the interior square footage is the subject of renovation in a manner that invokes the provisions of the Oklahoma City Building Code and requires a permit.
- (2) Park development. Any significant work on an existing park which enhances the function or use of substantial areas of an existing park. Park development shall also include trails meant for recreational purposes.

New means where no pre-existing building or park development existed before construction began.

RFQ means Request for Qualifications. An RFQ is a document that requests artist, and/or vendors interested in a commission to submit information about their training, previous work, and other forms of evidence of their ability to create a public artwork.

Works of art shall be defined in the broadest manner as the work of an artist, and shall include the following artistic expressions:

- (1) The imaginative use and interplay of all artistic media and disciplines;
- (2) Works of art are accessible in a public space, meaning it must be visually and/or physically accessible to the public;
- (3) It is original art that evokes an experience or emotion in the public realm;

- (4) It can be of a variety of forms and takes into consideration the site, its location and context, and the audience—it is site specific;
- (5) It may possess functional as well as aesthetic qualities;
- (6) It may be stand-alone or integrated into its site.

Artist shall be defined as an individual generally recognized by critics and peers as a professional practitioner of the visual arts as judged by the quality of the professional practitioner's body of work, educational background, experience, past public commissions, sale of works, exhibition record, publications, and production of works of art. Architects or landscape architects of record on a particular project are disqualified from being considered for commissions of works of art on the same project. Disqualification also extends to other design professionals, consultants, and interior designers employed by or consulting with the design team on the same project.

Funding

The policy for budgeting of public funds for works of art and for the selection and placement of works of art shall be as follows:

New public and private construction.

One percent of the total construction cost of any new building or park development or major renovation thereof, to be constructed or erected shall be allocated for works of art, with such funding of revenues as provided for by Oklahoma law applicable to municipal corporations; provided, funds budgeted for works of art under this section may be used for works of art either incorporated into the project on building projects or on an alternative property approved by the arts and cultural commission and city commission. The provisions of this section shall apply to any trust of which the city is beneficiary, if said trust has by resolution approved one percent for art provisions. It is the policy of the city that all future special sales tax documents, and tax increment financing documents shall include a provision for one percent for art. All public art purchased by the one percent set aside, shall first be reviewed by the arts and culture commission, which shall make a recommendation regarding its acquisition to the city commission or beneficiary public trust, pursuant to the provisions of this article.

The amount per project that must be dedicated to public art is one percent with a total project limit of \$100,000.00; however, the planning director shall have discretion to lower the required dollar amount on a case-by-case basis to allow the amount dedicated to fall beneath the required one

percent or \$100,000.00 cap based on the unique circumstances of said project. Appeals of the director's decision may be made to the arts and cultural commission, with recommendation to city commission for final decision.

This article shall not apply to any municipal projects which are funded by promissory note or bond proceeds or restricted funds; however, it is the city's policy to work toward the incorporation of public art in all projects if allowable by law and financing restrictions.

Process for Approval from Commission

The process for the commission is in four stages, each of which will be explained below.

1. Project Development
2. Announcement/ Artist Selection
3. Contracting/ Oversight / Installation
4. Public Engagement/ Education

Project Development Procedures

- Confirm project budget, and deadline, with City Planning Office
- Create Project Committee for individual project, and draft Committee Meeting Schedule
- Designate member of SACC to oversee Project Committee
- Hold selection committee orientation
- Evaluate public art opportunities and constraints for this project.
- Define job/role for artwork
- Research similar public art projects
- Develop line-item budget
- Establish overall project timeline

Selection Process

- Project Announcement / RFQ
- Pre-proposal Conference/ Site visit
- Strategically Advertise the Opportunity
- Organize Submissions
- Project Committee to create Short List from Submissions
- Proposal Presentation to SACC

- Final Selection
- Presentation to City Council for final approval
- Contract Negotiation

Contracting Oversight & Installation

- Member in charge of Project Committee will act as liaison with:
 - Design team
 - Project manager
 - General contractor
- Fabrication/payments
- Permits/ Approval of installation plans
- Transport to site
- Installation
- Media coverage

Public Engagement & Education

- Social Media throughout process
- Art Markers
- Archival Audio/Video/Photographs
- Archiving on *Culture Now: Museum without Walls*, or *Google Maps*
- Addition of photographs onto City Inventory of Public Art
- Public Lectures / Presentations
- Care and Maintenance of the Collection
- Regular Reporting/Opportunity Reposts

Procedure for Obtaining Permission to Place Privately Funded Artwork on Public Property or Public Parks not funded by 1%

To obtain permission from the City of Shawnee, the applicant must submit the following to the Planning Department for review and approval by the SACC:

1. Submit a plan with as much detail as possible about the proposed artwork, including size, materials, and potential placement in the park or public property so that professional

landscape architects, or other city staff, can determine if the proposal meets standards, policy, and procedures for public facilities.

2. Proposer must agree in writing that they are responsible for all costs associated with design review, permitting, engineering costs, transportation, installation, art markers, and all associated lighting and other amenities associated with a successful art project.
3. Proposer should state their expectation for the length of time the artwork could remain at the site, and agree to maintain the artwork, and possibly the landscaping around it, for that length of time.
4. All agreements for installation and maintenance require that the proposer and its contractors meet the minimum insurance requirements required by state law.
5. For sculpture, the site plan must accurately depict the location and dimensions, in feet, of all property lines, right-of-way lines, and public and private easements. Location and dimensions of all structures, drives, parking, landscaping, utility locations on the site, screening and any other existing or proposed improvement. A Footing and Foundation Plan should be provided which shows the type of foundation proposed and clearly show that it will comply with the minimum frost depth of 18". Rebar reinforcements should be clearly shown and described in detail. Drawings/renderings must accurately depict the final "look" of the sculpture and base with plans scaled to help with dimensions. Size, weight, and materials of the sculpture must be clearly described. Depending on the installation, the reviewer may need electrical, or other drawings, for review and permitting. Plans must be signed and sealed by an Oklahoma licensed architect/ engineer for review and permit.

Public Meetings of the Shawnee Arts & Culture Commission

At each meeting of the SACC, held quarterly, on the final Wednesday of each month at 5 PM in council chambers at the Shawnee City Hall. If necessary, Special Meetings may be called by the Chair, with appropriate public notice for such meeting. Such meetings are public and shall be generally governed according to Roberts Rules of Order.

At each meeting, the City shall provide to the Commission a written accounting of the current balance of the 1% fund, as well as any additions or subtractions to that fund since the previous meeting.

For the purpose of these meetings, Quorum shall be defined as no fewer than four voting members.

Any Commission member with a family or fiduciary relationship to the property, owners of the property, artist, or vendors that may be used in creation of the project must excuse themselves from the project committee, as well as, voting for that project.

(Logo removed)

~~Standing Rules~~

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~~The SACC shall meet quarterly in the City Commission Chambers at Shawnee City Hall.~~

Functions

- To make regular assessments of the conditions and needs of the City concerning the arts.
- To advise the Council concerning works of art to be placed on municipal property.
- To make recommendations to the City Commission concerning grants from Federal and State agencies, private groups, and individuals, and when so directed by the City Commission, oversee arts and cultural projects and programs.
- To increase public awareness of the value of our arts and cultural resources by developing and participating in public information programs.
- ~~To advise and assist the City Commission in connection with such other arts and cultural matters as may be referred to it by the City Commission.~~
- To encourage greater arts and cultural involvement by departments of the City and to better utilize private arts and cultural agencies for services to citizens.
- To perform any other functions imposed by this article or otherwise specified by the City Commission.

- ~~• To advise the City Commission concerning the promotion of coordination among units of government in their projects and programs which involve the arts and cultural matters.~~
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- Establishing an effective liaison between the City and local cultural and artistic groups

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 - The Chair is responsible for working with the City SACC Liaison to make sure each meeting is planned effectively and conducted in accordance with the enabling ordinance and Roberts Rules of Order, and that Commission matters are dealt with in an orderly, efficient manner.
 - Open the meeting and state time for the record.
 - Initiate Role Call.
 - ~~▪ Dismiss members by adjourning the meeting should quorum not be met, or should quorum be lost due to absence of members at any time during the meeting.~~
 - Explain procedures and time limitations.
 - Initiate movement through the agenda.
 - Call for an applicant to address the Committee to present an application.
 - ~~▪ Ask for speakers wishing to address the Committee regarding an item on the agenda.~~
 - Maintain order at all times.
 - Enforce time limitations when necessary.
 - Encourage/initiate action where appropriate.
 - Limit questions and responses to materials relevant to case/items for discussion.
 - Encourage/call for motions when appropriate.
 - Recognize motions made by Commissioners.
 - Ensure that staff as notated motions and member responses.
 - Adjourn meeting.
 - The Chair works with City staff to build and lead the team of Arts Commissioners and makes appointments to Ad Hoc Committees, as needed to conduct the business of the Arts Commission and to implement the various Plan and Study recommendations to advance Arts and Culture for the City of Shawnee.

- The Chair works with the City Liaison to provide leadership support to the appointed Chairs to the various Arts Commission Committees as needed.
 - The Chair represents the Arts Commission as its figurehead and may from time to time be called upon to represent the Commission as a spokesperson before the City Council or in other forum, functions, and meetings, and serves as an advocate for Arts & Culture in the community.
 - The Chair's term is two years.
- The **Vice-Chair** is a member of the SACC who will be considered first as the immediate successor to the Chair when the Chair's term as Chair has ended. The Vice-Chair also serves as Chair, who can act for and assist the Chair in performing the Chair's duties during the Chair's absence.
 - The Vice-Chair's term is two years.
- The **Commission Advocate** is a member of the SACC who is elected to play an advocacy role at the local and state levels.
 - ~~○ The Commission Advocate shall be responsible for the SACC Facebook, Instagram, and Twitter pages.~~
 - The Commission Advocate will also provide advocacy leadership for the annual State of Oklahoma's Arts Day at the Capitol in May.
 - ~~○ The Commission Advocate shall communicate with members of the press, and invite politicians and others as directed by the SACC to attend SACC openings, and events.~~
 - Keep up to date with information, and online groups applicable to the Oklahoma Arts community to help educate the SACC.
 - The Commission Advocate's term is one year but may be reappointed.

Current Panel Members

- ~~● Katie Goodson, Professional Member, Commission Advocate, term expires May 2024~~
- ~~● Ryan Grider, Professional Member, term expires May 2023~~
- ~~● Robbie Kienzle, Member at Large, term expires May 2023~~
- ~~● Tera Leigh, Member at large and SACC Chair, term expires May 2023~~
- ~~● Tate Monroe, Professional Member, term expires May 2023~~
- ~~● Lucas Simmons, Professional Member, term expires May 2024~~
- ~~● Carmen Wolf, Organizational Member and SACC Vice Chair, term expires May 2023~~

Roles & Responsibilities for all Commission Members

- Attend training sessions and review materials provided by City Staff.
- Become thoroughly familiar with the ordinances, guidelines, regulation, criteria, etc. under their purview.
- Thoroughly review staff memos, reports, applications, and support documentation prior to SACC meetings.
- Hear cases, ask relevant questions as needed, vote on cases heard.
- Make recommendations or do not recommend cases citing reasons, or continue cases to a specific regularly scheduled meeting.
- Limit discussions and questions to relevant material.
- Make recommendations in compliance with the commission's policies and the requirement and intent of the applicable ordinances.
- Request additional information from staff members as needed to inform their recommendations.
- ~~Volunteer to serve as an Arts Commission voting member on 1% for Art Selection Committees.~~
- Serve on Ad Hoc Committees when requested to do so by the Chair.
- In addition to regular meetings, SACC Members should attend SACC-sponsored events, including public art dedications, exhibition openings, lectures, tours of potential public art sites, project information meetings, and public hearings, whenever possible.
- Serve as committee members for SACC projects.

SACC Process Overview

~~All public artwork commissioned with funds set aside pursuant to the provisions of this section, shall be reviewed and a recommendation made by the arts and culture commission. Final approval for such public art purchases shall be given by the city commission or public trust as applicable, pursuant to subsection [22-746\(2\)](#) of this chapter. The arts and culture commission may also suggest art for inclusion in any construction or renovation project described in this section. Further, as soon as the proposed art is in schematic and/or rendering form, the arts commission shall review said proposed art. The arts and culture commission shall make its recommendation within 60 days of its receipt of the schematic and/or rendering form, to be forwarded to the city commission or public trust for approval.~~

~~(Ord. No. [2714NS](#), § 1, 3-1-2021)~~

Definitions

For the purposes of this section, the following terms shall have the meanings indicated:

~~*Building* means a structure designed and used in a manner for the public's benefit, including but not limited to convention centers, police and fire stations, utility stations, city facilities where the public is allowed to use for educational or training sessions, and city office facilities where city staff regularly interact with members of the public.~~

~~*Total construction cost* means that amount or cost of a public project before its design begins, and shall include land acquisition costs, testing and consultant fees.~~

~~*Major renovation* means:~~

- ~~(1) Buildings. Any change, addition or modification to an existing building that increases the square footage by a minimum of 20 percent or the renovation of an existing building in which a minimum of 25 percent of the interior square footage is the subject of renovation in a manner that invokes the provisions of the Oklahoma City Building Code and requires a permit.~~
- ~~(2) Park development. Any significant work on an existing park which enhances the function or use of substantial areas of an existing park. Park development shall also include trails meant for recreational purposes.~~

~~*New* means where no pre-existing building or park development existed before construction began.~~

~~*RFQ means* Request for Qualifications. An RFQ is a document that requests artist, and/or vendors interested in a commission to submit information about their training, previous work, and other forms of evidence of their ability to create a public artwork.~~

~~*Works of art* shall be defined in the broadest manner as the work of an artist, and shall include the following artistic expressions:~~

- ~~(1) The imaginative use and interplay of all artistic media and disciplines;~~
- ~~(2) Works of art are accessible in a public space, meaning it must be visually and/or physically accessible to the public;~~
- ~~(3) It is original art that evokes an experience or emotion in the public realm;~~

- ~~(4) It can be of a variety of forms and takes into consideration the site, its location and context, and the audience—it is site specific;~~
- ~~(5) It may possess functional as well as aesthetic qualities;~~
- ~~(6) It may be stand-alone or integrated into its site.~~

~~Artist shall be defined as an individual generally recognized by critics and peers as a professional practitioner of the visual arts as judged by the quality of the professional practitioner's body of work; educational background, experience, past public commissions, sale of works, exhibition record, publications, and production of works of art. Architects or landscape architects of record on a particular project are disqualified from being considered for commissions of works of art on the same project. Disqualification also extends to other design professionals, consultants, and interior designers employed by or consulting with the design team on the same project.~~

Funding

~~The policy for budgeting of public funds for works of art and for the selection and placement of works of art shall be as follows:~~

~~*New public and private construction.*~~

~~One percent of the total construction cost of any new building or park development or major renovation thereof, to be constructed or erected shall be allocated for works of art, with such funding of revenues as provided for by Oklahoma law applicable to municipal corporations; provided, funds budgeted for works of art under this section may be used for works of art either incorporated into the project on building projects or on an alternative property approved by the arts and cultural commission and city commission. The provisions of this section shall apply to any trust of which the city is beneficiary, if said trust has by resolution approved one percent for art provisions. It is the policy of the city that all future special sales tax documents, and tax increment financing documents shall include a provision for one percent for art. All public art purchased by the one percent set aside, shall first be reviewed by the arts and culture commission, which shall make a recommendation regarding its acquisition to the city commission or beneficiary public trust, pursuant to the provisions of this article.~~

~~The amount per project that must be dedicated to public art is one percent with a total project limit of \$100,000.00; however, the planning director shall have discretion to lower the required dollar amount on a case-by-case basis to allow the amount dedicated to fall beneath the required one~~

~~percent or \$100,000.00 cap based on the unique circumstances of said project. Appeals of the director's decision may be made to the arts and cultural commission, with recommendation to city commission for final decision.~~

~~This article shall not apply to any municipal projects which are funded by promissory note or bond proceeds or restricted funds; however, it is the city's policy to work toward the incorporation of public art in all projects if allowable by law and financing restrictions.~~

~~Process for Approval from Commission~~

~~The process for the commission is in four stages, each of which will be explained below.~~

- ~~1.—Project Development~~
- ~~2.—Announcement/ Artist Selection~~
- ~~3.—Contracting/ Oversight / Installation~~
- ~~4.—Public Engagement/ Education~~

~~Project Development Procedures~~

- ~~●—Confirm project budget, and deadline, with City Planning Office~~
- ~~●—Create Project Committee for individual project, and draft Committee Meeting Schedule~~
- ~~●—Designate member of SACC to oversee Project Committee~~
- ~~●—Hold selection committee orientation~~
- ~~●—Evaluate public art opportunities and constraints for this project.~~
- ~~●—Define job/role for artwork~~
- ~~●—Research similar public art projects~~
- ~~●—Develop line-item budget~~
- ~~●—Establish overall project timeline~~

~~Selection Process~~

- ~~●—Project Announcement / RFQ~~
- ~~●—Pre-proposal Conference/ Site visit~~
- ~~●—Strategically Advertise the Opportunity~~
- ~~●—Organize Submissions~~
- ~~●—Project Committee to create Short List from Submissions~~
- ~~●—Proposal Presentation to SACC~~

- Final Selection
- Presentation to City Council for final approval
- Contract Negotiation

Contracting Oversight & Installation

- Member in charge of Project Committee will act as liaison with:
 - Design team
 - Project manager
 - General contractor
- Fabrication/payments
- Permits/ Approval of installation plans
- Transport to site
- Installation
- Media coverage

Public Engagement & Education

- Social Media throughout process
- Art Markers
- Archival Audio/Video/Photographs
- Archiving on *Culture Now: Museum without Walls*, or *Google Maps*
- Addition of photographs onto City Inventory of Public Art
- Public Lectures / Presentations
- Care and Maintenance of the Collection
- Regular Reporting/Opportunity Reposts

Procedure for Obtaining Permission to Place Privately Funded Artwork on Public Property or Public Parks not funded by 1%

To obtain permission from the City of Shawnee, the applicant must submit the following to the Planning Department for review and approval by the SACC:

- 1.—Submit a plan with as much detail as possible about the proposed artwork, including size, materials, and potential placement in the park or public property so that professional

~~landscape architects, or other city staff, can determine if the proposal meets standards, policy, and procedures for public facilities.~~

- ~~2.—Proposer must agree in writing that they are responsible for all costs associated with design review, permitting, engineering costs, transportation, installation, art markers, and all associated lighting and other amenities associated with a successful art project.~~
- ~~3.—Proposer should state their expectation for the length of time the artwork could remain at the site, and agree to maintain the artwork, and possibly the landscaping around it, for that length of time.~~
- ~~4.—All agreements for installation and maintenance require that the proposer and its contractors meet the minimum insurance requirements required by state law.~~
- ~~5.—For sculpture, the site plan must accurately depict the location and dimensions, in feet, of all property lines, right-of-way lines, and public and private easements. Location and dimensions of all structures, drives, parking, landscaping, utility locations on the site; screening and any other existing or proposed improvement. A Footing and Foundation Plan should be provided which shows the type of foundation proposed and clearly show that it will comply with the minimum frost depth of 18". Rebar reinforcements should be clearly shown and described in detail. Drawings/renderings must accurately depict the final "look" of the sculpture and base with plans scaled to help with dimensions. Size, weight, and materials of the sculpture must be clearly described. Depending on the installation, the reviewer may need electrical, or other drawings, for review and permitting. Plans must be signed and sealed by an Oklahoma licensed architect/ engineer for review and permit.~~

Public Meetings of the Shawnee Arts & Culture Commission

At each meeting of the SACC, held quarterly, on the final Wednesday of each month at 5 PM in council chambers at the Shawnee City Hall. If necessary, Special Meetings may be called by the Chair, with appropriate public notice for such meeting. Such meetings are public and shall be generally governed according to Roberts Rules of Order.

~~At each meeting, the City shall provide to the Commission a written accounting of the current balance of the 1% fund, as well as any additions or subtractions to that fund since the previous meeting.~~

For the purpose of these meetings, Quorum shall be defined as no fewer than four voting members.

Any Commission member with a family or fiduciary relationship to the property, owners of the property, artist, or vendors that may be used in creation of the project must excuse themselves from the project committee, as well as, voting for that project.

ORDINANCE NO. 2714NS

AN ORDINANCE RELATING TO ARTS IN PUBLIC PLACES, AMENDING CHAPTER 22 OF THE SHAWNEE MUNICIPAL CODE BY CREATING A NEW ARTICLE IX OF CHAPTER 22, PROVIDING FOR THE ART IN PUBLIC PLACES; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR EMERGENCY CLAUSE.

BE IT ORDAINED BY THE COMMISSIONERS OF THE CITY OF SHAWNEE:

SECTION 1. That Article IX of Chapter 22 of the Shawnee Municipal Code is hereby created to read as follows:

**CHAPTER 22
PLANNING AND DEVELOPMENT**

ARTICLE IX. ARTS IN PUBLIC PLACES

DIVISION 1. – PURPOSE

§22-740. The purpose of this chapter is:

(1) to create an Arts & Culture Commission to help promote art in public places throughout the City of Shawnee, to assist in the selection of works of art for the City's collection, and to aid in the development of programs to enhance and maintain the collection

(2) To provide a means to fund the acquisition, display, and maintenance of works of art by the City, and to integrate art when appropriate into City construction projects.

DIVISION 2. – ESTABLISHMENT OF ARTS & CULTURE COMMISSION

§22-741. Established; Composition. A Shawnee Arts & Culture Commission is established in the City. The Shawnee Arts & Culture Commission shall consist of seven (7) members, who shall be appointed by the Mayor with the approval of the City Commission. The Shawnee Arts & Culture Commission shall have the following composition:

- (1) One member shall represent a local arts and or cultural organization.
- (2) Four members shall be professional artists, performers, and or architects or landscape architects.
- (3) Two members at large

§22-742. Qualifications; Compensation. All members shall have demonstrated previous support for arts or cultural affairs, an interest in the arts and cultural history and traditions of the City and have knowledge of or demonstrated experience in the arts and cultural professions. All members of the Shawnee Arts & Culture Commission shall serve without compensation. Citizenship within city limits shall only apply to at-large members. Professional and organizational positions will not require citizenship due to expertise of their respective roles.

§22-743. Officers. In January of each calendar year, the Shawnee Arts & Culture Commission shall elect an Executive Committee consisting of a Chair, Vice Chair, and Commission Advocate.

§22-744. Term of Office. The terms of the four (4) professional members of the Shawnee City Arts & Culture Commission shall be three years from the date of appointment or until his/her successor takes office. The term of the remaining three (3) members (organizational and at large) shall be two (2) years from the date of appointment or until his/her successor takes office. No member shall serve more than three consecutive terms. Members who have served three consecutive terms may be reappointed after having rotated off the Commission for at least one full three-year term.

§22-745. Vacancies. Members will be appointed to fill the remainder of vacant terms by the Mayor, with the consent and approval of the City Commission.

DIVISION 3. – POLICY FOR WORKS OF ART; BUDGETING OF PUBLIC FUNDS; SELECTION AND PLACEMENT; DEFINITIONS.

§22-746. Short title. The policy for budgeting of public funds for works of art and for the selection and placement of works of art shall be as follows:

§22-747. New Public & Private Construction One percent of the total construction cost of any new building or park development or major renovation thereof, to be constructed or erected shall be allocated for works of art, with such funding of revenues as provided for by Oklahoma law applicable to municipal corporations. Provided, funds budgeted for works of art under this section may be used for works of art either incorporated into the project on building projects or on an alternative property approved by the Shawnee Arts & Cultural Commission and City Commission. The provisions of this section shall apply to any Trust of which the City is beneficiary, if said Trust has by Resolution approved one percent for art provisions. It is the policy of The City that all future special sales tax documents, and Tax Increment Financing documents shall include a provision for one percent for art. All public art purchased by the one percent set aside, shall first be reviewed by the Shawnee Arts & Culture Commission, which shall make a recommendation regarding its acquisition to the Shawnee City Commission or beneficiary public trust, pursuant to the provisions of paragraph (3) of this ordinance.

The amount per project that must be dedicated to public art is 1% with a total project limit of \$100,000; however, the Planning Director shall have discretion to lower the required dollar amount on a case by case basis to allow the amount dedicated to fall beneath the required 1% or \$100,000 cap based on the unique circumstances of said project. Appeals of the Director's decision may be made to the Shawnee Arts & Cultural Commission, with recommendation to City Commission for final decision.

This article shall not apply to any municipal projects which are funded by promissory note or bond proceeds or restricted funds; however, it is the City's policy to work toward the incorporation of public art in all projects if allowable by law and financing restrictions.

§22-748. Accounting of Appropriated Arts Funds. Funds appropriated which are not restricted by law, pursuant to the provisions of this section shall be placed in a separate account to be established and such funds shall be used exclusively for the art selection process, administration costs, artwork maintenance, and the purchase, transport, and installation of works of art. Art obtained as a result of funding that is restricted by law, shall be purchased within the time frame of the project-restricted proposition and funding shall be placed and spent in accordance with limitations of the restricted funding.

§22-749. Review by the Shawnee Arts & Culture Commission. All public artwork commissioned with funds set aside pursuant to the provisions of this section, shall be reviewed and a recommendation made by the Shawnee Arts & Culture Commission. Final approval for such public art purchases shall be given by the City Commission or public trust as applicable, pursuant to Subsection 22-746(2) of this chapter. The Shawnee Arts & Culture Commission may also suggest art for inclusion in any construction or renovation project described in this section. Further, as soon as the proposed art is in schematic and/or rendering form, the Arts Commission shall review said proposed art. The Shawnee Arts & Culture Commission shall make its recommendation within sixty (60) days of its receipt of the schematic and/or rendering form, to be forwarded to the City Commission or public trust for approval.

§22-750. Definitions. For the purposes of this section, the following terms shall have the meanings indicated:

- a. Building means a structure designed and used in a manner for the public's benefit, including but not limited to convention centers, police and fire stations, utility stations, City facilities where the public is allowed to use for educational or training sessions, and City office facilities where City staff regularly interact with members of the public.

b. Total Construction Cost means that amount or cost of a public project before its design begins, and shall include land acquisition costs, testing and consultant fees.

c. Major Renovation means;

1. buildings - any change, addition or modification to an existing building that increases the square footage by a minimum of 20 percent or the renovation of an existing building in which a minimum of 25 percent of the interior square footage is the subject of renovation in a manner that invokes the provisions of the Oklahoma City Building Code and requires a permit.
2. park development - any significant work on an existing park which enhances the function or use of substantial areas of an existing park. Park development shall also include trails meant for recreational purposes.

d. New means where no pre-existing building or park development existed before construction began.

e. Works of Art shall be defined in the broadest manner as the work of an Artist, and shall include the following artistic expressions:

1. The imaginative use and interplay of all artistic media and disciplines;
2. Works of Art are accessible in a public space, meaning it must be visually and/or physically accessible to the public;
3. It is original art that evokes an experience or emotion in the public realm;
4. It can be of a variety of forms and takes into consideration the site, its location and context, and the audience—it is site specific;
5. It may possess functional as well as aesthetic qualities;
6. It may be stand-alone or integrated into its site.

f. Artist shall be defined as an individual generally recognized by critics and peers as a professional practitioner of the visual arts as judged by the quality of the professional practitioner's body of work, educational background, experience, past public commissions, sale of works, exhibition record, publications, and production of Works of Art. Architects or Landscape Architects of Record on a particular project are disqualified from being considered for commissions of Works of Art on the same project. Disqualification also extends to other design professionals, consultants, and interior designers employed by or consulting with the design team on the same project.

SECTION 2: REPEALER. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

SECTION 3: CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

SECTION 4: SEVERABILITY. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

SECTION 5: EMERGENCY. It being immediately necessary for the preservation of the peace, health, safety and public good of the City of Shawnee, Oklahoma and the inhabitants thereof that the provisions of this Ordinance be put into full force and effect, an emergency is hereby declared to exist, by reason whereof, this ordinance shall take effect and be in full force and effect after its passage, as provided by law.

[Remainder of Page Left Blank Intentionally]

PASSED AND APPROVED this 1st day of March, 2021.

ATTEST:
(SEAL)



Lisa Laszoni
LISA LASYONE, CMC, CITY CLERK

Ed Bolt
ED BOLT, MAYOR

Emergency clause separately passed and approved on this 1st day of March, 2021.

ATTEST:
(SEAL)



Lisa Laszoni
LISA LASYONE, CMC, CITY CLERK

Ed Bolt
ED BOLT, MAYOR

Approved as to form and legality this 3 day of March, 2021.

Joseph M. Vorndran
JOSEPH M. VORNDRAN
CITY ATTORNEY

Affidavit of Publication

The Shawnee News-Star
215 N. Bell
Shawnee OK 74801
(405) 273-4200

ORDINANCE NO. 2714NS

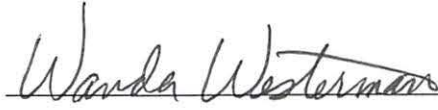
AN ORDINANCE RELATING TO ARTS IN PUBLIC PLACES, AMENDING CHAPTER 22 OF THE SHAWNEE MUNICIPAL CODE BY CREATING A NEW ARTICLE IX OF CHAPTER 22, PROVIDING FOR THE ART IN PUBLIC PLACES; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR EMERGENCY CLAUSE.

Adopted 03/01/2021
/s/ Ed Bolt, Mayor
Attest /s/ Lisa Lasyone, CMC, City Clerk
(Published in the Shawnee News-Star on March 5th, 2021)

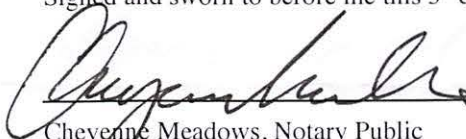
State of Oklahoma
County of Pottawatomie

I, Wanda Westerman, of lawful age, being duly sworn upon oath, deposes and says that I am the Legal Advertising Account Executive of The Shawnee News-Star, a Daily publication that is a "legal newspaper" as that phrase is defined in 25 O.S. §106 for the City of Shawnee, for the County of Pottawatomie, in the State of Oklahoma, and that the attachment hereto contains a true and correct copy of what was actually published in said legal newspaper in consecutive issues on the following date(s):

Insertion Date(s): Mar. 5th, 2021
Publishing Fee: \$21.50


Wanda Westerman, Account Executive

Signed and sworn to before me this 5th day of Mar., 2021.


Cheyenne Meadows, Notary Public
My Commission Expires: April 12th, 2022
Commission No. 18003766



RECEIVED
MAR 08 2021
CITY CLERK

2022 CALENDAR YEAR

Schedule of Regular Meetings

SHAWNEE ARTS & CULTURE COMMISSION (SACC)

<u>DATE</u>	<u>TIME</u>	<u>PLACE OF MEETING</u>
January 26, 2022	5:00 PM	Commission Chambers City Hall, 16 W. 9 th St.
April 27, 2022	5:00 PM	Commission Chambers City Hall, 16 W. 9 th St.
July 27, 2022	5:00 PM	Commission Chambers City Hall, 16 W. 9 th St.
October 26, 2022	5:00 PM	Commission Chambers City Hall, 16 W. 9 th St.

Rachel Clyne, City Planner
222 N Broadway Ave. Shawnee, OK 74801
405-878-1616

Filed in the office of the municipal clerk at 8:08 am/pm on December 7, 2021.

Signed Kelley Metcalfe
Clerk/Deputy Clerk