

CORTEZ PUBLIC ART COMMITTEE

Wednesday August 21st, 2019

3:45 PM

Cortez Public Library

1. CALL TO ORDER

2. PRESENTATIONS

3. CITIZEN PARTICIPATION

(Comments may be limited to three (3) minutes per person, please comment on items not listed as a public hearing.)

3. OLD BUSINESS

Approval of Minutes from 7.10.19

Windows Project Update

Community Band

5. NEW BUSINESS

-Thank You-Sonja

-New Secretary

6. DRAFT RESOLUTION/ORDINANCES – None.

7. OTHER ITEMS OF BUSINESS

8. ADDITIONAL CITIZEN PARTICIPATION

9. CITY STAFF LIASON REPORT

2019 City of Cortez Grant Guidelines

10. COMMITTEE REPORTS

11. Upcoming:

Next Meeting September 11<sup>th</sup> 3:45 PM

12. ADJOURNMENT

**Cortez Public Arts Advisory Committee Meeting**  
**July 10, 2019; 3:45 P.M.**  
**Cortez City Hall Conference Room**

Present: Heidi Brugger (scribe), Sonja Horoshko (chair), Eric Ikenouye (city liaison), Aaron LeMay, Chris Lindell, Brenda Van Keuren, Alexandra York

Absent with notice: Mark Allen

Guests: Patricia Lacey, Samantha Combs, Dante Downey

I. Call to Order. Sonja Horoshko called the meeting to order at 3:40 P.M.

II. Presentations. Patricia Lacey, a member of the Four Corners Community Band, presented a written proposal asking for support in the form of \$500 per concert for each of two concerts ~~it that are~~ scheduled ~~for in~~ city parks this summer. Horoshko made a MOTION: To give the Four Corners Community Band a \$1,000 honorarium, to be used for sheet music and instrument purchase and repair, with the stipulation that \$300 be dedicated to marketing. Heidi Brugger seconded the motion, which PASSED UNANIMOUSLY. The committee requested an accounting of how the moneys are ~~sSpent,~~ The accounting is due in early October. ~~.~~

III. Citizen Participation. None.

IV. Old Business

Aa. Approval of May 15, 2019 Minutes. Sonja Horoshko noted two corrections. Aaron LeMay made a MOTION: To approve the minutes as amended. Chris Lindell seconded the motion, which PASSED UNANIMOUSLY.

b. Cottonwood Tree Update. Brenda Van Keuren and Lindell met with Mark Drudge of CREA to discuss the fate of the cottonwood tree in Montezuma Park, which the committee had planned to ~~develop as an~~ incorporate in an art projectelement. Drudge's advised Van Keuren ~~noted~~ that removal of the tree was planned, and that he would notify Lindell of when the tree was to be removed so that the was possible at no or low cost, so the committee could determine whether it would want to make use of the tree somehow, whether such use would include any part of the tree, including the roots. ~~decide to harvest the entire tree prior to construction and store it until a decision regarding use could be made. Complicating the situation is the issue of the fFunds for a prospective Cottonwood tree project , which~~ were rolled over from last year's budget by special .

arrangement with the city. Depending on the tree's condition and possibilities, Horoshko noted that the funds set aside might be used for alternative projects. Horoshko made a MOTION: To ask City Manager John Doherty if moving these funds to other purposes would be permitted. LeMay seconded the motion, which PASSED UNANIMOUSLY.

c. Windows Art Exhibit. Van Keuren reported that she had met with property owner Mitchell Tom, who was receptive to the idea of using vacant Main Street storefronts for exhibition of art pieceswork. She estimated that the cost of the project would be \$3,000 for 3 months display. T; the storefront in question is the former Heart and Soul Yoga Studio, located between The Farm Bistro and High Desert Outdoor Gear on Main Street. Artists would be invited to apply for the exhibit be included in group exhibitions there. space and Horoshko stated that a review process would be employed for and Van Keuren would selection of the finalists artists and their artwork. The time line timeline for the project is extremely short due to the limited of tourist season and the budget is in draft form with expenses still being investigated. Van Keuren targeted August, September, and October as the three months for the pilot exhibit schedule. Committee members requested The committee needed more details for the project in order to vote on it. and The Committee decided to hold a special meeting next week when the proposal could be discussed for approval. approved. LeMay agreed to research how many the number of tourists visiting Cortez sees each month and contribute the information during the for the special meeting. The Special Meeting was set for Wednesday, July 24. Eric Ikenouye agreed to confirm the location and the time as well as post the public announcement of the especial meeting.

d. Oak Creek Arts Festival. This festival will not occur is not happening due to unresolved issues of alcohol at the park. As a result of bad incorrect web site announcements management on the part of Oak Creek, a several artists that were planning to come came to Cortez for the festival canceled motel and Air B & B reservations after learning that the website information was incorrect. and were irate about what they invested to come. The committee discussed cutting ties with the organization, but agreed to compose a letter addressed to the Oak Creek Arts Festival Director to request that detailing the situation and request that any potential future communication be shared directly with the committee. in the future.

e. Mural Maintenance Schedule. Mural maintenance schedule is set to go and needs only a work order for Brad Goodell.

f. Montezuma Food Coalition Sharehouse Workshop Schedule. Horoshko shared a series of posters for a variety of art-related workshops that are scheduled for the MFC Sharehouse this summer. ~~The CPAAC contributed contribution (\$531.50) from private party 2018 donations made to CPAAC that were earmarked for mentor stipends at the Sharehouse Arts Workshops to at~~ the MFC

~~Sharehouse Arts workshop program was earmarked for mentor stipends. CPAAC~~ It was matched with a contribution to MFC for the same purpose, i.e., workshop mentor stipends. The \$1,060 total made it possible for the MFC Arts at the Sharehouse program to schedule 10 workshops taught by professionals in various fields on topics relating arts to nutritious, local food. The amount was then divided equally among the arts workshops to cover a base stipend of \$100 for each mentor, with the exception of Sonja's workshops, which are taught (pro bono). Workshops are being lined up for the fall and an exhibition is planned for September.

g. Budget. Horoshko and Van Keuren presented a draft budget for 2019. Committee members can review ~~this the draft budget~~ and be prepared to discuss ~~and vote on it~~ at the August meeting. Committee members are encouraged to submit proposals for ~~additions or~~ changes to the draft budget. Horoshko noted that the seasonality of some art genres should be considered when submitting grants and expenditure of funds in support of those projects.

~~seasonal activity needs to be honored, which is why there are more expenditures placed in winter months when people seem to prefer indoor activity.~~

h. Possible Grants for the Arts. Horoshko noted that only the mural-related grant is viable for the committee. She ~~promised to will~~ work on an application with the community health office, which is one of the grant's stipulations.

## V. New Business.

a. Elementary School Art Instruction/Artist in Residence. This item was tabled for the August meeting when Mark Allen will be in attendance.

b. Youth Theater Proposal. York presented a proposal for a youth-based theater production, with all roles—set design, stage management, acting, directing, etc.—to be filled by youth. The Sunflower Theater staff would be needed for technical assistance with sound and lighting; her proposal includes an estimated budget. The proposal was designed for a May or June production, but she was asked if she could schedule production if she could speed up the timeline so the concept could be implemented in for October or November of this year. York agreed to look into a shorter timeline.

The committee will consider this via vote project at the August meeting.

VI. Draft Resolution/Ordinances. None.

VII. Other Items of Business. Karen Kristen Work in City Courtroom. Horoshko asked the committee to consider how to proceed with Karen Kristen's Ssky aArt piece painting that now hangs in the municipal courtroom. The piece has been on loan in the City Hall courtroom location since the building was remodeled in 2016. Kristen preparing an exhibit of work at her Sky Art studio in Cortez and wishes for the city to decide on the purchase of the work of art for the courtroom location. Kristen requested that Horoshko bring the question about her loaned work of art before the committee to advise the city on how to proceed about a decision to purchase or not. The committee considered the cost of the piece and the CPAAC decision in 2018 not to acquire more works of art for City Hall. No acquisition funds are set aside in the 2019 CPAAC budget for purchase of artwork. Aaron LeMay suggested that the committee recommend not purchasing the work of art due to public perception that the city favors certain artists over other artists. Horoshko countered that the committee should simply recommend that the question be settled by the City Manager and the artists because no funds from the CPAAC budget are scheduled for acquisition this year. LeMay made a MOTION: For the committee not to purchase or pursue rent-to-own. Brugger seconded the motion, but no vote was taken. The committee agreed to advise the City Manager and the artist to meet to settle the matter together because funds to purchase would have to come from the city hall's budget, not CPAAC's, and that Kristen's question to the committee was how to proceed, not how to purchase. Van Keuren suggested that the committee could provide points for consideration in the matter. Horoshko agreed to do that with Kristen before the meeting with the City Manager.

city's possession for

some time and Kristen is preparing to move and needs a decision from the city. The committee considered the cost of the piece and its own budget but was not prepared to make a recommendation to the city council regarding the work. Aaron LeMay made a MOTION: For the committee to not purchase or pursue rent-to-own, but to have the city manager and Kristen discuss the potential future of the work. Brugger seconded the motion, but no vote was taken. Van Keuren opined that the committee could draw up a list of bulleted points.

VIII. Additional Citizen Participation. None.

IX. City Staff Liaison Report. Ikenouye reminded committee members that they cannot directly benefit from funds dedicated to the committee's own projects. He also asked that committee members submit reports and proposals in writing prior to meetings so that members can read all information and be prepared to discuss items of business. Van Keuren noted that a format for this reporting would be welcome. Brugger suggested that minutes could be shared earlier, sooner after the closer to the meetings that they cover, so that review and corrections could be made prior to meetings.

X. Committee Reports. None.

XI. Adjournment. At 5:12 P.M. Van Keuren made a MOTION: To adjourn. York seconded the motion, which PASSED UNANIMOUSLY.

Next Regular Meeting: August 14, 2019; 3:45 P.M.

**Agenda Item: Thank You**

**Hello everyone. We have so much to be grateful for this month. I hope you can feel the sense of accomplishment and gratitude coming from the general public in our fine, and very active, town. A lot of arts support and recognition of “work well done” has flowed toward CPAAC during the past five weeks.**

**Please bring with you a list of people each of you wish to thank for participating in projects we have or are supporting with funding.**

**Include, name, type of support - in-kind, or financial w/ \$ amount, if you know it; a company name if the contribution was made in a company name, a hard, snail-mail address, email and telephone contact information.**

**I am urging the committee to develop a timely and genuine approach to writing notes of appreciation on our letterhead or the official postcards that represent our committee.**

**Arts are growing here and you are a big part of this vitality. I am grateful for your presence on the committee.**

**Thank you for attending to this matter of cordiality.**

**See you Wednesday.**

**Sonja**

## City Liaison Report 8/21/19

I received a recommendation from the City Attorney that this Committee moves to an annual award disbursement system of our funds. This would help to protect this committee from any perceived conflicts of interest.

This would also help to streamline the process for the committee awarding of funds.

The City Council already does this annually when they award community grants applications. I have attached the 2019 application as an example.

As the City Liaison, I don't have a vote on this matter it is your committee, but in speaking with the City Manager, the City Attorney and others I feel that moving to a simple application process is the best solution.

For example, in 2020 if the committee were to get the allotment of \$15,000 the funding breakdown would come down as 5,000 Mural Upkeep, 1,000 existing projects, 9,000 Community awards.

### Attachments:

2019 City Grant Guidelines



## 2019 City of Cortez Grant Guidelines

Each year, the Cortez City Council budgets money from the General Fund to support community organizations that preserve or enrich the health, education, welfare, and fitness of the community.

### **PROGRAM OVERVIEW**

The Cortez City Council endeavor to promote community support organizations through this grant process. Community support organizations may receive grants to support activities and programs that are accessible to the City of Cortez community and encourage the development of healthy community organizations that provide programs for citizen welfare and education in the region. Council funding priorities for 2019 are:

1. Nonprofits with verification of status from the State of Colorado.
2. Organizations that address a unique community need.
3. Organizations that serve a broad spectrum of the community.
4. Organizations that avoid overlapping services.
5. Established service providers.

### **ELIGIBILITY CRITERIA**

Cortez City Council will consider proposals from community organizations that meet the following eligibility criteria:

1. Applications will be accepted from organizations that provide programs for citizen welfare, arts and education. Programming and activities shall be accessible to the City of Cortez community.
2. Only one (1) application may be submitted per organization. Application can be obtained online at [www.cityofcortez.com](http://www.cityofcortez.com). Completed applications can be submitted electronically to [dmccabe@cityofcortez.com](mailto:dmccabe@cityofcortez.com) or can be mailed or delivered to City of Cortez, 123 Roger Smith Ave., Cortez, CO 81321, Attn: Dawn McCabe-Lightenburger.
3. Grant requests for \$5,000 or less shall be made using the City of Cortez' grant application.
4. **Supplemental documentation may only be sent to members of the Cortez City Council or Parks and Recreation Advisory Board at their request.**

### **ACCOUNTABILITY**

If you received funds for 2018, a follow-up report on the use of any City of Cortez funds awarded for 2018 is required with the application or by September 28, 2018 if the applicant does not apply for a 2019 grant.

### **REVIEW PROCESS**

Each application will be evaluated according to its strengths, merits, and completeness. Amount of awards, funding agreements, and comments to applicant organizations will be mailed out in November of 2018.

**APPLICATION DEADLINE**

**5:00 p.m. on Friday, September 28, 2018.**

**Completed applications can be emailed to [dmccabe@cityofcortez.com](mailto:dmccabe@cityofcortez.com) or dropped off/mailed to City Hall (123 Roger Smith Ave., Cortez, CO 81321), Attention Dawn Lightenburger.**

**Late, incomplete (i.e. submitted without all questions answered or without required follow-up report), or faxed applications will not be accepted or considered. NO EXCEPTIONS!**

**FUNDING PERIOD**

The funding period is January 1 through December 31, 2019. Most payments will be mailed in early January.

**OTHER CONDITIONS**

**Nondiscrimination:** including statutes prohibiting discrimination on the basis of race, creed, disability, national origin, sex, sexual orientation, age, or marital status.

**Credit/Acknowledgement:** grantee agrees that a notice will be included in appropriate announcements and promotional efforts stating:

**“This activity/event/program is supported by a grant from the City of Cortez.”**

**2019 City of Cortez  
Grant Application**

**Application must be completed IN FULL in order to be considered. Supplemental documentation may only be sent to members of the Cortez City Council at their request.**

**Application Deadline is 5:00 p.m. on Friday, September 28, 2018. Please submit via email to [dmccabe@cityofcortez.com](mailto:dmccabe@cityofcortez.com) or deliver/mail one (1) original to:**

**City of Cortez  
123 Roger Smith Ave.  
Cortez, CO 81321  
Attn: Dawn Lightenburger**

**(970) 564-4004  
[dmccabe@cityofcortez.com](mailto:dmccabe@cityofcortez.com)**

**Part 1: Applicant Information**

Name of applicant organization: \_\_\_\_\_

Name of umbrella organization (if applicable): \_\_\_\_\_

Applicant contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Non-profit Tax ID number: \_\_\_\_\_

List Board of Directors: \_\_\_\_\_

\_\_\_\_\_

How many years has your organization been in existence? \_\_\_\_\_

**Part 2: Grant Request**

**Cash Request Amount \$ \_\_\_\_\_**

*Please respond to the following in no more than 6 single sided sheets (10 point font minimum). Follow the format, number system, and headings presented in the Grant Application. Make sure you include the number and heading for the information requested so reviewing board members can readily find the various categories as presented in the Grant Application.*

1. Mission Statement (if available) **A clear and concise statement of organization's mission, not including goals and objectives.**

2. Goals and Objectives (if available)

**Goals** = desired future state or direction (1 year or more)

**Objectives** = intended results or outcomes that are measures of progress towards a goal (1 year or less)

3. 3 – 5 year plan (if available)

State precisely:

1. Purpose of requested funds. \*List budget items for which funds will be expended.

2. Geographical location of where funds will be expended. \*Quantify the percentage of programs/activities accessible to the community of the following locations (percentages should add up to 100%):

\_\_\_\_\_ City of Cortez

\_\_\_\_\_ Montezuma County

\_\_\_\_\_ Other (outside of Montezuma County)

3. Why is it critical you receive this funding?

4. How will funding of your organization's activities meet the City Council's funding priorities (from page 1)?

5. Describe the community support for your organization or program.

6. How will you evaluate the success of your organization or program?

7. Please list other support provided to your organization by the City of Cortez (if any).

**Part 3: Financial Information**

Attach the following financial statements for your organization. Be sure that attachments are labeled. Please do not send full audit, only the information listed:

Profit & Loss Statement (budget vs. actual)

\_\_\_\_\_ Current year to date

\_\_\_\_\_ Previous completed fiscal year

Balance Sheets (summary)

\_\_\_\_\_ Current year to date

\_\_\_\_\_ Previous completed fiscal year

Application submitted by: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 4: Follow-up Report**

**No more than one page (front and back)**

All Year 2018 grant recipients that are applying for 2019 funds are required to submit a follow-up report on the Year 2018 organization.

Reports should include, but not necessarily be limited to:

- A. Number of people served
- B. Actual use of funds
  - a. Budget items
  - b. Geographical location where funds were expended (quantify the percentage of programs/activities accessible to residents of the following locations: City of Cortez, Montezuma County, and outside of Montezuma County)
- C. Describe how your organization/program benefited the community
- D. Describe any problems with your programming or organization that City Council should know about
- E. Other