

## RECORD OF PROCEEDINGS

Minutes of the Public Art Commission  
City of Cherry Hills Village, Colorado  
Monday, January 30, 2012  
at the Village Center

8:30 a.m.

**ROLL CALL**

Commission members in attendance: Ann Polumbus, Gay Warren, Douglas Smooke, Councilmember Klasina VanderWerf. Employees present: Karen Proctor, Finance Director, Pamela Broyles, Administrative Assistant.

Absent: Teresa Harbaugh

**CALL TO ORDER**

Ms. Polumbus called the meeting to order at 8:30 a.m.

**AUDIENCE PARTICIPATION**

There was no audience participation.

**APPROVAL OF MINUTES**

Ms. Gay Warren moved to approve the November 28, 2011 minutes as presented. Mr. Doug Smooke seconded the motion and it passed unanimously.

**OLD BUSINESS**

a. Discussion and Approval of Call for Entries

Mr. Smooke referred to the draft copy of the Call for Entries that was presented at the last meeting and encouraged any comments or suggestions before finalizing the form.

b. Further Discussion on CAFÉ Art Submissions

Mr. Smooke, Ms. Polumbus and Ms. Warren participated in a conference call with the Western Arts Foundation where they were introduced to the CAFÉ website (callforentry.org). Mr. Smooke reported that the program is a pretty robust system with a lot of functionality. The requests are stored within the system with all of the details and the Commission can receive as many submissions as they would like. Mr. Smooke indicated that people in the art community are very familiar with this program.

Mr. Smooke reported that if the Commission decides to move forward, the next step is to secure the funding. There is a one time setup fee of \$250.00 and then each time the Commission requests a call for entry it will cost \$450.00. He noted that with each call for entry it is possible to get 2-3 items that the Commission likes.

Councilmember VanderWerf recommended starting with one call for entry the first year.

The Commission agreed to start with one call for entry this year to test the system and get a better understanding of how it works. The details can be further refined as everyone becomes more familiar with the system.

Ms. Polumbus reported that she was very impressed with the system and felt that it met all of the public needs. She said the system eliminates the need for the Commission to create the process because they are already familiar with it. She stated that it will require someone from the City to train and administer the system.

Mr. Smooke indicated that the biggest hurdle will be getting everything entered in the system. He added that one nice feature is that any of the Commission members will have access to view the entries at any time through their own systems. Mr. Smooke said they will provide the training and the person training will be able to communicate with the Commission what details are needed to set the system up.

Mr. Smooke went on to explain that the artist will see different announcements when they go to the site. If they choose to click on the Commission's announcement they might look to see where these locations are and any additional details. Mr. Smooke suggested putting a map and photographs of the different locations on the site. If an artist wants to be considered, they would log in and upload pictures and detailed information of the art such as, materials used, size, dimension and weight. Once the artist hits submit, it will be stored in the inventory where the Commission will have access to view the entries. After the deadline, the Commission will need to go through all of the entries and establish a decision making process.

Councilmember VanderWerf asked if the Commission should restrict the entries to art in Colorado. She is concerned that choosing a piece of art based on a photograph may be a risk and it would be better to view the art piece.

Mr. Smooke responded that the Commission will at times need to go with their gut feeling, or see if there is a replica that can viewed or a cast of the art piece. The Commission would need to make a judgment call based on that artist's past work.

Ms. Polumbus added that it is the artist's responsibility to pay for delivering the piece. The City will pay for installation and maintenance once the piece is delivered.

COUNCILMEMBER KLASINA VANDERWERF MOVED TO USE THE ONLINE CALL FOR ENTRY PROGRAM CAFÉ, AS THE ART COMMISSIONS MEANS TO ACCEPT ART SUBMISSIONS. MR. DOUG SMOOKE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Mr. Smooke agreed to contact CAFÉ to start the process and set up training.

Ms. Polumbus recommended looking into the option of having a trainer from CAFÉ come to the Village Center to do the training. Mr. Smooke will look into that possibility.

c. Adding Possible Art Locations to the City's Website

Mr. Smooke suggested that choosing locations for the art is one thing that the Commission will need to have in place before putting out a Call for Entry. He suggested narrowing the possible locations down to three.

The Commission viewed the map of possible locations that they worked on earlier in the year and agreed to start with the following locations for 2012:

1. The pocket park at Holly and Quincy.
2. The corner off of Hampden and Downing
3. Woodie Hollow Park

d. Art on the High Line Canal

Mr. Berninzoni, the Parks Administrator, contacted the Denver Water Board regarding placing art on the High Line Canal. He received an email back stating that artwork is not included in the City's lease and it is unlikely that Denver Water would approve allowing art pieces on the High Line Canal.

Councilmember VanderWerf noted that the water board has 75 feet of waterway on the High Line Canal.

Ms. Smooke suggested looking at the small trails that lead to the High Line Canal as possible locations for art.

The Commission also discussed placing art on Kent Denver School property and making it a fundraising opportunity.

Ms. Polumbus suggested that there might also be some fundraising opportunities in placing art next to the benches that have been donated.

### NEW BUSINESS

a. Goal for Number of Art Pieces to be Added in 2012

The Commission agreed that there is no set number of art pieces to add, but the goal is to add 2-3 pieces in 2012.

b. List of potential artists to submit entries

The Commission agreed that once the Call for Entry goes out members can email information or call potential interested parties.

c. Final touches to be added to the "Sundown" sculpture

Mr. Berninzoni, the Parks Administrator, provided a photo of some proposed landscape changes around the sculpture including lighting and trees. The work will be done in-house by City Staff. They will start on the project in the spring after the snow melts.

Councilmember VanderWerf recommended putting a story in the Crier about the process of the Art Commission.

Mr. Smooke inquired about the status of a sign or a plaque around the "Sundown" sculpture. City staff will look into vendors they have used in the past for plaques on benches and boulders.

### General Discussion

Ms. Polumbus reported that Evergreen's Public Art Commission hosts an annual event where they bring in 14-18 artists to their community. They use post cards that they mail out as their Call for Entry. They pay each artist \$500.00 and host a party where the board decides where the art pieces will go. The art pieces are displayed for one year and they are available for purchase. Ms. Polumbus said they also place art on private land and the art is well received by homeowners and the community.

Councilmember VanderWerf announced that the groundbreaking of the new safety facility is scheduled for sometime in March and the Art Commission will have an opportunity to display or buy art for that facility.

Ms. Warren asked if it is possible to hold the meetings via conference call if members are out of town. City staff will look into that possibility.

Mr. Smooke suggested that in the future the City should consider allotting a percentage of the cost of new construction to be used to purchase art for the new facility. He stated it is common practice in some communities.

Ms. Polumbus asked that commission members contact Pamela Broyles for future meetings to let her know if they will be attending the meetings so they can determine if there is a quorum.

**ADJOURNMENT**

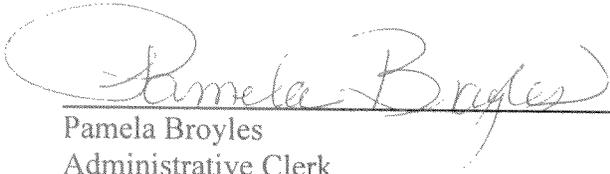
There being no further business the meeting was adjourned at 9:16 a.m.



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Ann Polumbus  
Committee Chairperson



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Karen Proctor  
Director of Finance



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Pamela Broyles  
Administrative Clerk