WINDSOR ARTS COMMISSION REGULAR MEETING

February 20, 2024 - 6:00 PM
Windsor Art & Heritage Center, 116 5th Street, Windsor, CO 80550

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration
3. Public Invited to be Heard

B. CONSENT CALENDAR

1. Approval of January minutes.
2. Acceptance of Financial Report
3. Approval of changes to the Windsor Arts Commission bylaws.

C. BOARD ACTION

1. Vote to approve expenditure to support the Poudre River Mural project in collaboration with the Coalition for the Poudre River Watershed.
2. Vote to approve budget for Kyger Open Space artwork in 2024.

D. DISCUSSION ITEMS

1. Poudre River Mural Project (Megan Maiolo-Heath and Wade Willis)
2. Kyger Open Space artwork options (Wade Willis)
3. 7th Street Updates (Laura and Todd)
4. Art LIVE! Updates
5. Downtown Mural Grant Program
6. Chimney Park Pool Mural updates

E. COMMUNICATIONS

F. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

WINDSOR ARTS COMMISSION REGULAR MEETING
January 16, 2024 - 6:00 PM
Windsor Art & Heritage Center, 116 5th Street, Windsor, CO 80550

AGENDA

A. CALL TO ORDER- Meeting called to order 6:00pm

1. Roll Call: WAC members Carrie Nutt, Tiffany Elliott, Alex Block, Carol Clark, Shelley Kawamura, Laurie Bess, Todd Vess. Laura Browarny-Liaison. Ken Bennett (Town Board Member), Bobby Warner- Parks and Recreation Manager

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for consideration. Alex Block moves to approve the agenda, Todd Vess Seconds

3. Public Invitation to Be Heard

B. CONSENT CALENDAR

1. Approval of Minutes from December meeting:

2. Accept the Treasurer's Report-

Todd Vess moves to approve the calendar, Laurie Bess seconds. Approved unanimously.

C. BOARD ACTION

1. Elect Officers for 2024
    a. Nominees:
        i. Chair - Todd Vess nominee
        ii. Vice Chair- Carrie Nutt nominee
        iii. Secretary- Shelley Kawamura nominee

Laurie Bess moves to approve officers, Tiffany Elliott seconds. Unanimous approval.

Vote to approve slate of nominees

D. DISCUSSION ITEMS

1. Discuss options for 2024 projects:
    a. Police Station
    b. Tacincala Roundabout
    c. Kyger
    d. Eastman Park South
    e. Community Tile Mural
    f. Other Ideas?
2. Discuss Event and Program Opportunities for 2024
    a. Poudre River Mural Project
    b. First Fridays

c. Tiny Art
d. Art LIVE!
   Farmer's Market
   Ice Sculpture
e. Competition Event
f. Receptions

3. Review Bylaw Updates

E. COMMUNICATIONS

Ken Bennett- Funding approved by Town Board. Can we create presentation telling about what we have been doing and where we are going. Present to clubs such as The Optimists or The Rotary. We need to address fundraising issues.

F. ADJOURN

Alex Block motions to adjourn, Todd Vess seconds. Unanimous approval

Meeting adjourned at 7:07 pm

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	CIP	General Fund
2024 Budget	**$ 100,000**	**$12,475**
2023 Carryover	**$ 69,312**	
Halfway sculpture 1st payment	$ 42,500	
Halfway sculpture 2nd payment (due May 1)	$ 25,500	
Halfway sculpture 3rd payment (due upon complete)	$ 1,700	
Poudre Mural Support (encumbered)	$ 7,000	
411 Mural Support (pending)	$ 5,000	
Total Spent	**$ 81,700**	**$0**
Remaining Budget	**$ 87,612**	**$12,475**

Windsor Arts Commission Bylaws

(Updated 1/11/2024)

Article I
Introduction

Section 1. Basis and Authority. Chapter 12, Article X of the *Windsor Municipal Code* ("Code") authorizes the Town of Windsor Arts Commission ("Commission") to adopt bylaws for the transaction of business.

Section 2. Adoption and Effective Date. These Bylaws have been duly adopted by the Commission at its public meeting on March 16, 2022, and shall take effect immediately.

Section 3. Purpose. The purpose of these Bylaws is to establish rules and procedures necessary to carry out the purpose and duties of the Commission, as set forth in the Code.

Article II
Commission Purpose

The purpose of the Commission is to create a legacy of public art in the Windsor community that will continue into the foreseeable future to support Windsor's identity as a modern town with historic roots. In undertaking its business, the Commission will be guided by Town-adopted policies and plans.

Article III
Membership and Officers

Section 1. Commission Composition. The Commission shall be composed of seven (7) voting members appointed by the Windsor Town Board in accordance with the provisions of the Code

Section 2. Term of Membership. Following the transition from staggered terms specified in Section 12-10-50 (2) of the Code, the term of office for each Commission member shall be three years.

Section 3. Membership Expectations. To support the robust schedule of offerings that the Commission presents, Commission members are expected to volunteer to be present at no fewer than three (3) events per year. Failure to actively participate in event support could lead to removal of a Commission member.

Section 4. Removal. Commission members may be removed from office for inefficiency, neglect of duty or malfeasance upon written notice and public hearing held during a regular or special

Town Board meeting. Removal of any Commission member shall require the affirmative vote of a majority of the Town Board members participating in the deliberations.

Section 5. Non-Voting Members. In addition to the foregoing voting Commission members, the Commission membership shall include the following non-voting members:

A. **Youth Member**. One additional non-voting member who at the time of appointment is a resident of the Town and is between the ages of fourteen and eighteen. The term of office for any Commission member appointed under this sub-section shall be one year.

B. **Town Board Liaison**. One Town Board member shall serve as a non-voting liaison member of the Commission. This Commission member's term shall be two years, or so long as the non-voting liaison member remains a Town Board member in good standing. This member will be appointed by the Mayor.

Section 6. Officers. The Commission shall elect a Chair, Vice Chair, Secretary, and Treasurer. The Commission shall have the authority to elect Commission members to fill any vacancies in these offices.

A. **Chair**. The Chair shall be the executive officer of the Commission, shall preside over all meetings of the Commission, call special meetings and work sessions of the Commission as needed, sign documents for the Commission, cancel regular meetings, and see that all actions of the Commission are taken properly.

B. **Vice Chair**. The Vice Chair shall assume the duties and responsibilities of the Chair in the Chair's absence or temporary inability to serve. In addition to serving in the Chair's absence or temporary inability to serve, the Vice Chair shall lead periodic reviews of Commission bylaws with the membership when deemed necessary.

C. **Secretary**. The Secretary shall assure that all records of Commission are kept and shall transmit all appropriate records to the Town Clerk to become part of the official Town Record. The Secretary will also transmit records to Commission members as necessary.

~~**D.** **Treasurer**. The Treasurer shall assure that financial reports are presented at each meeting for formal approval by the Commission.~~

D. **Officer Terms**. Officers shall serve for one year following election or until a successor is elected. Officer elections shall take place at the first public meeting of the Commission in each calendar year.

E. Officer Term Limitations. Commission members may serve a maximum of two (2) consecutive terms in any given office, upon which time the Commission member must either hold no office or hold a different office for at least one (1) year before being reelected to the previously held office.

F. Officer Vacancies. Officer vacancies shall be filled at the next regular meeting of the Commission by election of the members. Officers elected to fill vacancies shall serve until the next regular election of officers.

Article IV
Meetings

Section 1. Regular Meetings. The Commission shall meet at regularly scheduled monthly intervals, no less frequently than quarterly, on a date and a time and location designated by the Chair. These regular meetings may be postponed, rescheduled, or canceled upon a vote by the Commission.

Section 2. Remote Attendance. Commission meetings may be held by telephonic or electronic means, so long as all Commission members can see, hear and be seen and heard through such means. A member who, through telephonic or electronic means, appears at a meeting shall be deemed to be present at that meeting for both quorum and voting purposes.

Section 3. Agenda. The Chair shall assure the preparation of an agenda for every regular meeting, special meeting, or work session of the Commission.

Section 4. Notice. The Secretary shall assure the preparation and posting of a notice of each regular or special meeting of the Commission. Such notice shall at a minimum contain the contents of the meeting agenda.

Section 5. Special Meetings. Special meetings may be called by the Chair at the request of two (2) members, provided that notice of same, including a listing of all items to be considered (agenda), is posted as provided by the Colorado Sunshine Law and provided to each Commission member at least forty-eight (48) hours prior to the time set for such meeting. Formal action lawfully taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.

Section 6. Waiver of Notice by Attendance. Provided that posting of notice of a meeting is done in compliance with the Colorado Sunshine Law, at which any or all members of the Commission are present, such attendance shall be deemed a waiver of any defects in notice by the attending Commission members.

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Section 7. Open Meetings. All meetings of the Commission shall be open to the public, and conducted in accordance with the Colorado Sunshine Law.

Section 8. Quorum. No official action shall be taken on any matter at any meeting of the Commission unless a quorum is present. A quorum is defined for purposes of these Bylaws as any four (4) voting members attending in person or remotely. Where both the Chair and the Vice Chair are absent, members present shall by majority vote select a member to preside over the meeting.

Section 9. Work Sessions. The Chair may from time to time call for work session meetings for receiving information, hearing presentations, and discussing information. No formal action shall be taken at a work session called pursuant to this sub-section.

Section 10. Roll Call Vote. All voting on matters of official action shall be by roll-call vote.

Section 11. Ethics Code. The members of the Commission shall be bound by the Code of Ethics as set forth in Article V of the Town of Windsor Home Rule Charter which is deemed incorporated herein by this reference.

Section 12. Order of Business. The order of business for all meetings shall be the order as it appears on the agenda except that the Chair may, under appropriate circumstances, rearrange the order of business with the concurrence of a majority of the members present.

Section 13. Minutes. The Secretary shall be responsible for keeping of meeting minutes, showing at a minimum the results of every vote of each regular member upon each matter, and such other details as the Chair shall direct. The Secretary's minutes of each meeting shall be approved by the Commission at its next meeting.

Section 14. Communication with Town Manager. When applicable, the Secretary shall prepare and transmit to the Town Manager's office, notice of actions of the Commission requiring further action by the Windsor Town Board.

Article V
Committees

Section 1. Standing Committees. There shall be no standing committees of the Commission.

Section 2. Ad Hoc Committees. With the consent of the Commission, the Chair may appoint ad hoc committees of the Commission for special study or review.

Article VI
Alternate Members

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Section 1. Authorization. The appointment of alternate members to the Commission is authorized and governed by Section 2-1-70 of the Code, and all subsequent amendments thereto.

Section 2. Attendance. Alternate members shall attend all meetings and/or work sessions except as otherwise specified by the Chair. Alternate members shall receive notification of all meetings and/or work sessions in the same manner as the regular members of the Commission are notified.

Section 3. Preparation. Alternate members shall be provided all materials provided to regular members in anticipation of meetings and/or work sessions. Alternate members shall review all such materials, and shall be prepared to participate at all meetings and/or work sessions.

Section 4. Quorums, Vacancies and Recusals. At the request of the Chair, alternate members shall be seated as voting members for the following purposes: (1) to achieve a quorum in accordance with Section III. G. above; or (2) having achieved a quorum, one or more regular members are not in attendance at a meeting; or (3) in the event a regular member for any reason (including recusal) is unable to participate in the discussion and voting relative to an official and formal action.

Section 5. Voting. Provided that all requirements for achieving a quorum and the additional criteria described in sub-section D. of this Article above are met, alternate members shall be accorded a vote upon any matter requiring action by the Commission. In the event a conflict arises as to whether a regular member or an alternate member is to be seated, the regular member in attendance shall be seated and the alternate member shall not be accorded a vote.

Article VII
Amendments

These Bylaws may be amended by majority vote of Commission members present at any regular meeting, provided that notice in writing has been given to each member at least ten (10) days prior to such meeting, or provided that such amendment was read into the record at the last-prior regular meeting of the Commission.

THESE BYLAWS ARE HEREBY ADOPTED BY THE TOWN OF WINDSOR ARTS COMMISSION BY MAJORITY VOTE ON THE 19th DAY OF MARCH, 2024.

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WINDSOR ARTS COMMISSION:

_____	_____
Todd Vess, Chair	Date
_____	_____
Laura Browarny, Culture Supervisor	Date

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I. Introduction

The Windsor Downtown Development Authority (WDDA) recognizes the importance of vibrant and attractive murals in enhancing the aesthetic appeal and cultural vitality of our downtown area. To support this vision, the WDDA is pleased to offer a Mural Grant Program for businesses and property owners within the Windsor Downtown Development Authority boundaries.

II. Grant Details

1. **Funding Availability:** The WDDA Mural Grant Program provides grants of up to 50% of the total mural project cost, with a maximum grant amount of $5,000.
2. **Funding Allocation:** Funds will be allocated as a reimbursement upon the successful completion of the approved mural project. The grant recipient must submit all necessary documentation for review and approval before disbursement.

III. Eligibility

1. **Applicants:** This grant is open to businesses and property owners located within the Windsor Downtown Development Authority boundaries.
2. **Matching Requirement:** The grant is designed to match up to 50% of the total mural project cost. Applicants are responsible for covering the remaining portion of the project expenses.

IV. Application Process

1. **Mural Design Proposal:** Applicants must submit a comprehensive mural design proposal, including concept sketches, color schemes, dimensions, and any relevant artistic background. The design must comply with any local regulations regarding murals.
2. **Approval Process:** The mural design proposal will be reviewed and approved first by the Windsor Downtown Alliance Design Committee. Once approved at this level, it will then be submitted for final approval to the Board of Directors of the Windsor Downtown Alliance.
3. **Grant Application:** After obtaining design approval, applicants can submit a grant application to the WDDA, which includes a detailed budget, project timeline, and a statement of how the mural will benefit the downtown area.
4. **Grant Award:** Upon successful application review and approval, the grant will be awarded with disbursement instructions.

V. Mural Completion and Reporting

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1. **Completion Deadline:** Grant recipients must complete the mural project within the agreed-upon timeframe specified in the grant application.
2. **Documentation:** After the mural is finished, the grant recipient must submit documentation, including receipts and proof of payment for project expenses, photographs of the completed mural, and any other required information.
3. **Final Review:** The WDDA will conduct a final review of the completed mural project to ensure it meets the approved design specifications and complies with all regulations.
4. **Reimbursement:** Once the final review is completed, the grant funds will be disbursed to the applicant as per the reimbursement instructions provided during the grant award.

VI. Compliance and Accountability

1. **Maintenance:** Grant recipients are responsible for the ongoing maintenance and preservation of the mural.
2. **Reporting:** Grant recipients may be required to provide periodic updates on the mural's condition and its continued positive impact on the downtown area.
3. **Rescission:** The WDDA reserves the right to rescind the grant or request reimbursement if the mural is not properly maintained or if the recipient does not comply with the terms and conditions of the grant.

By participating in the WDDA Mural Grant Program, businesses and property owners contribute to the beautification and cultural enrichment of the downtown area, helping to create a vibrant and engaging environment for the community.

This policy is subject to revision and updates by the Windsor Downtown Development Authority as necessary.

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