



WINDSOR ARTS COMMISSION REGULAR MEETING

June 18, 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. Approve May Minutes
2. Accept Financial Report

C. BOARD ACTION

D. DISCUSSION ITEMS

1. Poudre River Mural Location Discussion (Megan)
2. Mural Grant Updates (Laura)
3. Current Project Updates

E. COMMUNICATIONS

1. Board Liaison Updates on Mayor

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

May 21, 2024 - 6:00 PM

Windsor Art & Heritage Center, 116 5th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER – MEETING CALLED TO ORDER AT 6:40PM (

1. Roll Call WAC Members- Todd Vess, Laurie Bess, Carrie Nutt, Emily Pearson, Tiffany Elliot, Kelly Sharlau, Carol Clark, Absent Shelley Kawamura, Also in attendance Laura Browarny -Liaison, Chris Bates, Lainie Peltz -Town Board Liaison, Bobby Warner,
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration
Move to Approve by Laurie Bess, Seconded by Carrie Nutt
3. Public Invited to be Heard

B. CONSENT CALENDAR

1. Approval of March Minutes Unanimous approval
2. Acceptance of Financial Report - Moved to approve by Carrie Nutt, Seconded by Laurie Bess

C. DISCUSSION ITEMS

1. Poudre Mural Grant Partnerships

Laura gave updates on the meeting with the WDA and presented their ideas. It was decided that WAC could provide an annual \$5000.00 grant that would require a 20% match. This grant could be used for a business to obtain the WDA's \$5000.00 50% matching grant. The application for the WAC grant would start off as rolling and would move to set dates as deemed appropriate. WAC would have a 5-year easement on the murals and would remit payment upon completion of the projects.

2. Chimney Park Pool Ribbon Cutting Event

The concrete mural at Chimney Park pool is being unveiled on 5/25/2024 at 12pm. Board members are showing up at 11 to help set up tables, tents and giveaways. Chris and Laura will bring, tent, tables, giveaways, ice, coolers, a sound system, pool passes, ribbon, and large scissors. Carrie will get snacks and drinks. Todd will MC the ribbon cutting which will start around 12:45, to coincide with the pool opening at 1.

3. Art Live! Update (Chris)

We have artists booked for 3 of the 4 Art Live! Events. On 7/13 we have Megan Benedict – a live

poetry/ typewriter artist. On 7/25 we have Dominique Montano – an acrylic painter. On 8/10 we have Ashley Sullivan – a vinyl stencil artist. Yet to be filled is the 6/27 slot.

D. BOARD ACTION

1. None

E. COMMUNICATIONS

Lainie has updates from Strategic Planning- Museum Opens on 5/24, CR 15 is closed for Police Station construction, 11th is getting protected bike lanes.

Laura is ordering more polos and Todd needs a name tag.

F. ADJOURN

Moved to Adjourn by Tiffany Elliot, Seconded by Carrie Nutt 7:41pm

	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)	\$ 9,165	
Halfway sculpture 3rd payment (due upon complete)	\$ 6,110	
Poudre Mural Support (encumbered)	\$ 7,000	
Grant - 411 Mural Support (pending)	\$ 5,000	
Kyger Artwork (encumbered)	\$ 62,000	
Kyger install concrete allowance	\$ 3,000	
CaFE Subscription		\$60
CaFE Call for CRC Artwork		\$250
Wood sealer		\$42
ArtLIVE! Shirts		\$160
Wet bags for CPP Ribbon Cutting		\$572
WAC Polo shirts		\$183
ArtLIVE! Hats		\$1,370
Police Department Sculpture (due upon install)	\$ 20,000	
Bronze maintenance (due upon completion)		\$565
	Total Spent	
	\$ 154,775	\$3,202
	Remaining Budget	
	\$ 14,537	\$9,273

I. Introduction

The Windsor Arts Commission (WAC) strives 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. WAC utilizes the Town Board-adopted Public Art Master Plan of 2021 as a roadmap. The Master Plan identifies three guiding principles for public art in Windsor: engaging, inclusive, relevant.

The Windsor Arts Commission is pleased to offer support to local small business owners who are interested in installing murals on their buildings. This program will cultivate public/private partnerships and increase the number of murals in the community for all residents to enjoy.

II. Grant Details

1. **Funding Availability:** The WAC Mural Grant Program provides grants of up to \$5,000 to local business owners and property owners who need both financial and technical support to install a high-quality public mural on their building.
2. **Matching Funds:** The grantee must contribute at least 20% of matching funds to the mural project. These funds must be in the form of cash-in-hand. In-kind matches are not eligible.
3. **Funding Disbursement:** Funds will be disbursed after the completion of the project. The funds will be paid to the business or property owner who is responsible for all payments to the selected artist.

III. Eligibility

1. **Applicants:** This grant is open to businesses and property owners located within Windsor Town limits.
2. **Location:** Murals paid for with support from the Windsor Arts Commission must be in a public location as defined in the Windsor Community Art Policy as, "an area that is free, visible, and accessible to the general public for all or a majority of the time."

IV. Application Process

1. **Mural Grant Proposal:** Applicants must submit a grant proposal using the Windsor Arts Commission Mural Grant Proposal form. All sections of the form must be completed correctly in order for the proposal to be considered.
2. **Approval Process:** The mural grant proposal will be reviewed by WAC at a meeting to be held each quarter. At that time, WAC will determine if the grant can be funded. Submitting a proposal does not guarantee that a project will be funded.
3. **Grant Award:** Upon successful proposal review and approval, the grant will be awarded with disbursement instructions.

V. Mural Completion and Reporting

1. **Administrative Support:** Grantees will receive technical and administrative support from the Windsor Arts Commission for artist selection, design approval, contract preparation, and any other administrative needs that might arise. WAC is not responsible for wall preparation, artist communications, or other logistical aspects of the project.
2. **Approval Process:** Grantees agree to grant the Windsor Arts Commission final approval of all artists and designs. Grantees are expected to participate in the recruiting and selection process alongside WAC to ensure all parties are satisfied with the final product.
3. **Timeline:** Murals must be completed within the calendar year of the grant award.
4. **Final Report:** Upon completion of the mural, grantees must complete a Final Report. This report includes an itemized list of all expenses with receipts or invoices for all expenditures. If the grantee does not provide the proper documentation, WAC may not be able to award the grant payment.
5. **Payment:** Once the Final Report is completed and reviewed, the grant funds will be disbursed to the applicant as per the instructions provided during the grant award.

VI. Compliance and Accountability

1. **Mural Easement:** Grantees must enter into a Mural Easement with the Town of Windsor for a period of five (5) years. This easement will ensure that the grantee remains a good steward of the artwork paid for in part by the Town of Windsor. The Mural Easement will remain on the building if it is sold, and it will be the responsibility of the new owners to adhere to the easement terms until it expires. If the terms of the easement are not met, the Town of Windsor may hold the building owner financially liable.
2. **Maintenance:** The Mural Easement will place the responsibility of mural repairs and graffiti mitigation on the Town of Windsor for the duration of the easement. It is the responsibility the building owner, even if not the original grantee, to regularly inspect the mural and report any damage or vandalism to the Windsor Arts Commission. The Town of Windsor is not responsible for structural damage or repairs to the wall itself. The building owner is responsible for maintaining the area around the mural, including landscaping, to ensure that the mural can be easily viewed by the public.
3. **Rescission:** The Windsor Arts Commission reserves the right to rescind the grant or request reimbursement if, at any time during the project, the grantee does not fulfill the terms and obligations of the grant.

By participating in the WAC Mural Grant Program, businesses and property owners contribute to the beautification and cultural enrichment of the Town of Windsor. The Windsor Arts

Commission reserves the right to periodically revise and update the terms of the WAC Mural Grant Program.

DRAFT

Windsor Arts Commission Mural Grant Application

Please review the Mural Grant Program Guidelines ([link to this document which is not yet complete](#)) before completing this application to ensure that your project is eligible.

Be sure to complete all fields of this form. Incomplete applications may not be considered.

You can create an account in order to save your application and complete it at a later time.

If you have any questions, please email Laura Browarny, Culture Supervisor. ([link to my email](#))

****I. Applicant Information****

****Applicant Name:****

[Your Name]

****Business/Property Name:****

[Your Business or Property Name]

****Address:****

[Business/Property Address]

****Phone Number:****

[Your Phone Number]

****Email Address:****

[Your Email Address]

****II. Project Proposal****

****1. Project Support:****

Please select which types of technical support from the Windsor Arts Commission you will require to complete this project (select all that apply)

- Artist selection
- Design consultation
- None; I will select the artist myself and present a design for approval

****2. Project Description:****

Provide a detailed description of the mural project. Include any desired concepts or themes and how the mural will create positive impact in the Windsor community. Specify the location where the mural will be installed. Ensure it meets the criteria of being in a public area, visible and accessible to the general public for all or most of the time. If possible, reference the Public Art Master Plan (link to Master Plan document) and how the proposed project fulfills the vision set forth in the plan.

Example:

The proposed mural will celebrate Windsor's rich history and vibrant present, incorporating elements from the town's agricultural past and its contemporary culture. The mural will cover the east-facing wall of [Business Name] and will be visible from Main Street, enhancing the aesthetic appeal of the downtown area. This location is in a high-traffic area, ensuring maximum visibility and community engagement. The proposed mural will be in the West Windsor district, which the Master Plan states is interested in historical and educational art. The themes we have identified will highlight these two categories.

****3. Artist Information:****

If you are selecting your own artist, please provide information about the artist(s), including their background, experience, and examples of previous work.

Example:

We have selected [Artist Name], a renowned local artist known for her vibrant murals that depict community life. Her portfolio includes murals at [Location 1], [Location 2], and [Location 3]. [Artist Name] has a proven track record of completing projects on time and within budget.

****III. Budget and Funding****

****1. Total Project Cost:****

Provide a detailed budget for the project, including materials, labor, and any additional costs.

Example:

- Artist Fee: \$3,000
- Materials (paint, brushes, etc.): \$1,000
- Scaffolding and Safety Equipment: \$500
- Miscellaneous Expenses: \$500
- ****Total: \$5,000****

****2. Requested Grant Amount:****

(Up to \$5,000)

****3. Matching Funds:****

(Must total at least 20% of the requested amount)

****IV. Project Timeline****

****1. Proposed Timeline:****

Provide a detailed timeline for the completion of the mural. Remember that the design must be approved by the Windsor Arts Commission before work can begin. The Arts Commission meets on the third Tuesday of each month.

Example

July 16 – Arts Commission Awards Grants

August 20 – Arts Commission to approve design

August 23-31 – Artist to complete mural

September 6 – Ribbon-cutting ceremony and reception

****V. Community Engagement****

****1. Community Impact:****

Explain how the mural will engage and benefit the Windsor community.

Example:

The mural will serve as a cultural landmark and a point of pride for Windsor residents. It will create a vibrant and welcoming atmosphere in the downtown area, encouraging both residents and visitors to explore local businesses. Additionally, we plan to host a community unveiling event to celebrate the mural's completion and to foster community spirit.

****2. Marketing and Acknowledgement:****

How will you share your mural project with the public? How will you acknowledge the Windsor Arts Commission as a supporter of the project?

****VI. Authorization****

By typing my full name below, I confirm that I have read and agree to adhere to all guidelines and requirements set forth by the Windsor Arts Commission Mural Grant Program.

****Signature:****

[Your Name]

****Date:****

[Date]

Here is a contract template for a recipient of the Windsor Arts Commission Mural Grant.

****Windsor Arts Commission Mural Grant Contract****

This Mural Grant Contract ("Contract") is made and entered into on this [Date] day of [Month], [Year], by and between the Windsor Arts Commission ("WAC"), located at [WAC Address], and [Recipient's Name] ("Grantee"), located at [Grantee's Address]. Collectively referred to as "Parties."

****I. Grant Award****

****1. Grant Amount:****

WAC agrees to provide a grant of \$[Grant Amount] to the Grantee for the installation of a public mural on the building located at [Mural Location].

****2. Matching Funds:****

The Grantee agrees to contribute \$[Matching Funds], which is at least 20% of the total project cost, in the form of cash-in-hand.

****II. Scope of Work****

****1. Project Description:****

The Grantee shall install a mural as described in the approved project proposal submitted to WAC.

****2. Artist Selection:****

The Grantee will work with [Artist's Name] ("Artist"), whose portfolio and experience were presented in the grant proposal. WAC reserves the right to approve the final artist selection and design.

****III. Timeline****

****1. Project Start Date:****

The project is scheduled to begin on [Start Date].

****2. Project Completion Date:****

The project must be completed by [Completion Date], within the calendar year of the grant award.

****IV. Payment Terms****

****1. Disbursement of Funds:****

Grant funds will be disbursed to the Grantee upon completion of the mural and submission of the Final Report, including an itemized list of expenses with receipts or invoices.

****V. Compliance and Accountability****

****1. Mural Easement:****

The Grantee agrees to enter into a Mural Easement with the Town of Windsor for a period of five (5) years. This easement will remain on the building if sold and obligates the new owner to adhere to its terms until it expires.

****2. Maintenance Responsibility:****

The Town of Windsor will handle mural repairs and graffiti mitigation during the easement period. The Grantee (or new owner) must regularly inspect the mural and report any damage to WAC. The building owner is responsible for maintaining the area around the mural.

****3. Final Report:****

The Grantee must submit a Final Report upon mural completion, including an itemized list of expenses with receipts or invoices. Failure to provide this documentation may result in non-disbursement of grant funds.

****VI. Administrative Support****

****1. Technical Support:****

WAC will provide technical and administrative support for artist selection, design approval, contract preparation, and other administrative needs. However, WAC is not responsible for wall preparation, artist communications, or other logistical aspects of the project.

****VII. Termination and Rescission****

****1. Termination:****

This Contract may be terminated by either party upon thirty (30) days written notice. If terminated, the Grantee must return any disbursed funds to WAC.

****2. Rescission:****

WAC reserves the right to rescind the grant or request reimbursement if the Grantee fails to fulfill the terms and obligations of this Contract.

****VIII. Miscellaneous****

****1. Entire Agreement:****

This Contract contains the entire agreement between the Parties and supersedes all prior negotiations, representations, or agreements, whether written or oral.

****2. Amendments:****

Any amendments or modifications to this Contract must be in writing and signed by both Parties.

****3. Governing Law:****

This Contract shall be governed by and construed in accordance with the laws of the State of [State].

****4. Severability:****

If any provision of this Contract is found to be invalid or unenforceable, the remaining provisions will continue to be valid and enforceable.

****IN WITNESS WHEREOF****, the Parties hereto have executed this Contract as of the day and year first above written.

****Windsor Arts Commission****

By: _____

[WAC Representative's Name]

[Title]

[Date]

****Grantee****

By: _____

[Recipient's Name]

[Title]

[Date]

Ensure all placeholders are filled with the accurate information before finalizing and signing the contract.