

**RESOLUTION NO. 3311-16**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR  
ESTABLISHING THE PUBLIC ART ADVISORY COMMISSION  
AND ITS ROLES AND RESPONSIBILITIES**

**WHEREAS**, on February 4, 2015, the Windsor Town Council established a Public Art Advisory Committee to provide input to Council and Town staff on public art projects; and

**WHEREAS**, the Town Council of the Town of Windsor wishes to maintain ongoing efforts to provide various forms of art and culture throughout the Windsor community; and

**WHEREAS**, the Town Council wishes to formalize the existing committee as a commission; and

**WHEREAS**, the Public Art Advisory Commission shall serve in an advisory capacity to the Town Council for the purpose of establishing Windsor as an art destination that raises the potential for education, innovation, collaborative community engagement and cultural exploration.

**NOW, THEREFORE BE IT RESOLVED** by the Town Council of the Town of Windsor as follows:

There shall be a Public Art Advisory Commission (“Commission”) organized as follows:

**Appointment of Commission: Term**

Commission members shall be residents of Sonoma County, and are preferred to be residents of the Town of Windsor, and shall demonstrate a commitment to art and culture in Windsor.

The shall be composed of seven (7) members, as follows:

Five (5) members at large: Each Councilmember shall appoint one (1) applicant to the Commission. The Commission member’s term of office shall be concurrent with the appointing Councilmember’s term. If there are vacancies prior to the completion of a term, the Councilmember who appointed the individual to the Commission shall appoint another applicant to replace his/her prior appointee.

One (1) member at large by simple majority vote: The Town Council shall appoint a current representative from Town Council to serve a four-year term. If there is a vacancy prior to the completion of a term, the Town Council shall appoint another Councilmember to replace the prior Councilmember.

One (1) member at large by simple majority vote: Parks and Recreation Commission shall recommend and Council shall appoint a current representative from the Parks and Recreation Commission to serve a four-year term. If there is a vacancy prior to the completion of a term, the Parks and Recreation Commission shall recommend another Parks and Recreation Commissioner to Council for formal appointment to replace the prior Commissioner.

### **Removal of Members**

Although a member shall be appointed for a specific term, he or she may be removed at the sole discretion of the applicable appointing authority (i.e., the Councilmember, the Town Council, or the Parks and Recreation Commission). A member who fails without permission of the Chair, to attend three (3) successive meetings of the Commission is subject to removal. The seat vacated by the removal of a member shall be filled by appointment by the applicable appointing authority.

### **Officers of Commission**

The Commission shall elect a chair and vice chair at its first meeting. The term of office shall be one (1) year unless the term of the member of the Commission expires sooner in which case a successor shall be selected by the Commission. A successor shall act as chair for the unexpired term remaining.

### **Organization and Procedures**

A majority vote is required to approve any matter that is presented to the Commission which requires a vote. A quorum shall consist of four (4) members of the Commission. The Commission shall adopt rules and procedures consistent with Town Council norms and regulations.

### **Meetings**

The Commission shall establish regular dates and times for its meetings. Meetings shall be at Town Hall unless otherwise noticed.

The Commission is subject to the Open Meetings Law (Ralph M. Brown Act) and the Political Reform Act.

### **Public Art Advisory Commission Vision**

The Commission shall serve in an advisory capacity to the Town Council and the Parks and Recreation Director or his or her designee to support the Town by establishing Windsor as an art destination that raises the potential for education, innovation, collaborative community engagement and cultural exploration.

### **Roles and Responsibilities of the Commission**

- Review and forward recommendations regarding all works of art acquired by or loaned to the Town, either by purchase, gift, or otherwise, including but not limited to works of art installed in or on all Town-owned buildings that are visible to the public.
- Recommend to the Town Council on all matters pertaining to the quality, quantity, scope, and style of art and culture in public places in the Town of Windsor.
- Provide recognition and increased opportunities for artists through art in public places projects and maintain an inventory of meritorious works of art in the public view.

- Forward recommendations to the Town Council regarding Public Art funds in accordance with established criteria.
- In cooperation with Town staff, forward recommendations to the Town Council with respect to priorities for expenditures, revenue, grants and cost recovery targets and serve as advocates for arts and culture and alternate sources of arts and culture funding, including but not limited to grants, donations and corporate sponsorships.
- Advise the Town Council and Town staff on policies, procedures, rules and regulations relating to the selection, installation, implementation, enhancement, on-going maintenance and management of public art in Windsor.
- Advise on art programs, services and special events administered by the Parks and Recreation Department to meet the needs of the community and recommend review by the Town Council as needed.
- Assist in collecting and disseminating information on the art projects and programs available to Windsor residents and promote greater public participation in and access to the arts.
- Engage, advise and guide civic groups, youth organizations and interested individuals who wish to plan community events in the arts or engage in artistic-based community service projects for the benefit of the Town and the community, as staff resources and time permits.
- Assist and advise the Town Council and Town staff in the update, administration and implementation of the Parks and Recreation Master Plan, the General Plan and other studies as appropriate.
- Provide a forum for residents to express their views related to public art and other related issues. Promote interest, cooperation, problem solving and support among public, private and non-profit organizations.
- Assist in assessing present and future needs of the Town with respect to public art and culture as needed or as requested.
- Be available to the Town Council and Town staff to assist as volunteers in implementing the Parks and Recreation Department and Town-wide goals.
- The Town Council or Town staff may assign other responsibilities or special projects to the Public Art Advisory Commission.

**PASSED, APPROVED AND ADOPTED this 5th day of October 2016, by the following vote:**

**AYES: COUNCILMEMBER OKREPKE, VICE MAYOR FUDGE AND  
MAYOR MILLAN**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: COUNCILMEMBERS FOPPOLI AND SALMON**



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**MARK MILLAN, MAYOR**

**ATTEST:**



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**MARIA DE LA O, TOWN CLERK**