

TOWN OF WINDSOR AGENDA REPORT

Parks and Recreation Commission Meeting Date: November 12, 2025

To: Chair and Commissioners
From: Nelle Herman, Recreation Division Manager
Subject: Summer Nights on the Green Band Selection Committee Community Member Selection

Recommendation:

Receive a presentation regarding the Summer Nights on the Green Band Selection Committee and by motion, select two Community Member Applicants to serve a two-year term.

Background:

For more than two decades, the Town of Windsor's Parks and Recreation Department has been hosting the beloved Summer Nights on the Green concert series. It has become a cherished tradition within the community. The Town Green comes alive every Thursday evening from the beginning of June to the end of August or early September with a delightful line-up of 10-14 concerts.

One of the key factors contributing to the success of this event is the ability to attract a wide variety of talented musicians. By showcasing a mix of musical genres and performers, the event ensures there is something for everyone to enjoy. Given the success of the event, performer interest from both local and touring bands has grown.

To ensure a diverse selection of musical acts perform, a Band Selection Committee (Committee) was formed in 2010. Traditionally, this Committee has been made up of various individuals who bring unique perspectives and expertise to the decision-making process. The Committee meets frequently from January through March, dedicating approximately 1.5-2 hours or more per week working towards finalizing the band lineup for the summer concert series. In addition to the meetings, each Committee member invests an extra 2-4 hours per week into researching and reviewing the band submissions, as well as handling correspondence with potential musicians. The commitment to the Committee is time consuming but necessary as it is crucial to ensure the successful execution of a final band lineup for Summer Nights on the Green.

In addition to a Town staff leading the group, the members of the Committee are as follows:

1. Representative from the Sound Production Company: Having the sound production company as part of the committee ensures the technical aspects, such as sound quality and logistics are considered in the band selection process. They can also provide valuable insights on how each band's requirements align with the event's technical capabilities.
2. Windsor Certified Farmers Market Manager: The farmers market manager's involvement contributes to the community-driven nature of the event with an additional focus on supporting local talent. The Windsor Certified Farmers Market, in a contractual agreement with the Town of Windsor, also takes on the responsibility of managing all individual band contracts and payments for the performances at the concert series.
3. Parks and Recreation Commissioner: The Parks and Recreation Commissioner's presence ensures

that the chosen lineup aligns with the family-friendly and community-oriented atmosphere of the series. They can bring insights into the preferences and interests of the broader community.

4. Town Council Member: The participation of a town council member indicates the event's importance and impact on the community's overall culture and well-being. Their input can reflect the Town's values and priorities in selecting musical acts.

5. Windsor Resident/Community Member: Having a resident on the Committee can ensure that the selection process incorporates and represents the community's diverse tastes in music, helping to make the lineup more inclusive and appealing to residents.

By involving these stakeholders in the band selection process, the Town of Windsor demonstrates its commitment to creating a well-rounded and community-oriented concert series. Their collaborative effort helps ensure that Summer Nights on the Green continues to be a beloved and successful event year after year.

As Committee seats are vacated and new members are appointed, each year of participation in the process enhances their understanding and enables that member to make confident and informed suggestions during the band lineup planning. Aside from the representatives from the sound production company and the farmers market manager holding regular seats on the committee, traditionally the Windsor Resident representatives have been selected by the Parks and Recreation Commission via a New Band Selection Committee Member application process. The Town Council representative came to be at the formation of the Band Selection Committee. Councilmember Salmon volunteered to participate on the Committee given his knowledge, and experience with local musical talent and venues. The Parks and Recreation Commissioner Committee member is appointed by the Commission annually.

At the regular Parks and Recreation Commission (Commission) meeting on October 8, 2025, the commissioners were unable to designate a commissioner to fill the role on the Band Selection Committee. Instead, the Commission moved to recommend the Town Council approve a temporary two-year placement of a second community member in place of a commissioner. This recommendation was approved by the Town Council at their regular meeting on November 5, 2025.

Discussion:

Staff prepared and released the Summer Nights on the Green Band Selection Committee member application on October 6, 2025. The deadline to apply was October 30, 2025. During that time staff received five applications (Attachment 1).

The staff report and attachments were distributed to the Commission for review on November 6, 2025. Each applicant has been invited to attend the regular Commission meeting on November 12, 2025.

Two applicants should be selected by the Commission at the November meeting. The two applicants selected will be added to the Band Selection Committee that will kick off the process for the 2026 Summer Nights on the Green band selection and line up beginning in December.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Environmental Review:

This action does not constitute a "project" within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

Attachment(s):

1. Committee Member Applications

Summer Nights on the Green Band Selection Committee Community Member Selection (distributed 11-12-2025)

Prepared by:

Nelle Herman

Recreation Division Manager

Recommended by:

Olivia Lemen

Parks and Recreation Director