

TOWN OF WINDSOR AGENDA REPORT

Public Art Advisory Commission Meeting Date: January 28, 2026

To: Chair and Commissioners
From: Nelle Herman, Recreation Manager
Subject: Commission Workplan and Meeting Schedule

Recommendation:

Receive staff report on Public Art Advisory Commission Workplan and proposed tentative meeting schedule for 2026.

Background:

The Public Art Advisory Commission (Commission) uses a Workplan as a working document to help track projects. This Workplan provides the Commission with a roadmap for current and future projects. All funds used for public art are held in the Public Art Special Revenue Fund. These funds are dedicated to the acquisition, installation, lease and maintenance of public art through the Commission. Any unused funds roll-over to the next fiscal year. There is not a specific stream for Public Art funding, all projects are supported by the General Fund. Any funds not spent will remain in the fund and cannot be used for anything other than public art. At their regular meeting of February 26, 2025 the Commission reviewed and updated the Workplan, to reflect goals over the next couple of years. The Commission budget request was built using the Workplan as a reference.

The Town budget was adopted on June 16, 2025. Due to budget cuts in every Town department, not every item submitted through in the Public Art Advisory Commission budget was funded. A new Commission Workplan, Attachment 1, was created to reflect the approved budget.

Discussion:

Due to the budget cuts, a decreased workload is reflected in the Workplan, and subsequently the schedule affiliated with that work makes it so the Commission will not have business each month to discuss. To be respectful of the commissioners' time each month, staff are suggesting the first six months of the calendar year, the Commission tentatively plan to meet in January, April and June with February, March and May being cancelled.

At the June meeting, staff will evaluate the remaining workload, the Commission Workplan and the meeting calendar and suggest a schedule for the rest of the calendar year. Since the meeting frequency is set by Town resolution, the schedule can't officially be changed. Instead, each of the suggested months to be cancelled, staff will send notice to the commissioners of the status of the meeting and make necessary cancellation notifications.

Attachment 2 is the Public Art Advisory Commission agenda calendar reflecting the schedule of work that the Commission will be providing feedback on.

Attachment(s):

1. [2025-2027 Public Art Advisory Workplan Approved Budget](#)
2. [Proposed Meeting Dates](#)

Public Art Advisory Commission Workplan and Meeting Schedule Presentation (distributed 1-28-26)

Prepared by:

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Reviewed by:

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