



## Citizens Public Art Committee Agenda

Monday, April 07, 2025  
10:00 AM

City Hall Annex - 135 W. Ellison,  
Suite 109, Second Floor  
Conference Room  
Burleson, TX 76028

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1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Committee on an item NOT posted on the agenda, shall speak during this section.

A speaker card must be filled out and turned in to the Secretary prior to addressing the board. Each speaker will be allowed three (3) minutes.

Please note that the Committee may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Committee from deliberating or taking action on an item not listed on the agenda. The Committee may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

Each person in attendance who desires to speak to the Committee on an item posted on the agenda, shall speak when the item is called forward for consideration.

3. **GENERAL**

A. Consider approval of the minutes from the March 3, 2025, meeting. (Staff Contact: Bailey Campbell, Senior Administrative Specialist)

4. **REPORTS AND PRESENTATIONS**

A. Receive a report and hold a discussion on the public art master plan draft policy. (Staff Contact: Jen Basham, Director of Parks and Recreation)

5. **REQUESTS AND FUTURE AGENDA ITEMS AND REPORTS**

6. **ADJOURN**

Staff Contact

Jen Basham  
Director of Parks and Recreation  
817-426-9201  
jbasham@burlesontx.com

**CERTIFICATE**

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I hereby certify that the above agenda was posted on this the 2nd of April 2025, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos

City Secretary

**ACCESSIBILITY STATEMENT**

The Burleson City Hall Annex is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

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**Citizens Public Art Committee**

**DEPARTMENT:** Parks and Recreation

**FROM:** Jen Basham, Director

**MEETING:** April 7, 2025

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**SUBJECT:**

Consider approval of the minutes from the March 3, 2025, meeting. (Staff Contact: Bailey Campbell, Senior Administrative Specialist)

**SUMMARY:**

**RECOMMENDATION:**

Approve

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

**REFERENCE:**

**FISCAL IMPACT:**

**STAFF CONTACT:**

Jen Basham Director  
[Jbasham@burlesontx.com](mailto:Jbasham@burlesontx.com)  
817-426-9201

BURLESON PUBLIC ART COMMITTEE  
March 3, 2025  
MINUTES  
DRAFT

Call to Order – 10:00 AM

Roll Call

**Board Members Present**

Tom Sale  
Nancy McKenzie  
Jana Jackson

**Board Members Absent**

Camille Bransom  
Jessica Lowe

**Staff in Attendance:**

Jen Basham (Director of Parks and Recreation)  
Jessica Martinez (Deputy Director of Parks)  
Bailey Campbell (Senior Administrative Specialist)

**Guests**

Design Local—Jasmine Metcalf

1. **Call to order:** Nancy McKenzie called the meeting to order at 10:01 AM

2. **Citizen Appearances**

None

3. **General**

Consider approval of the minutes from the February 3, 2025 meeting. *(Staff Contact: Bailey Campbell, Senior Administrative Specialist)*

Tom Sale made a motion to approve the item. Jana Jackson seconded the motion.  
Motion passed 3-0.

4. **Reports and discussion items:**

A. Receive a report, hold a discussion and provide staff feedback regarding a public art master plan. (Staff Contact: Jen Basham, Director of Parks and Recreation)

Jasmin Metcalf gave a presentation over the timeline, website, artist led engagement updates, additional public engagement, and next steps for the public art master plan.

5. **Committee Requests for future agenda items or reports.**

Next meeting—Monday, April 7 at 10 AM

6. **Adjourn:** There being no further business; Chair Nancy McKenzie adjourned the meeting at 10:18 AM

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Bailey Campbell, Senior Administrative Specialist

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**Citizens Public Art Committee**

**DEPARTMENT:** Parks and Recreation  
**FROM:** Jen Basham, Director of Parks and Recreation  
**MEETING:** April 7, 2025

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**SUBJECT:**

Receive a report and hold a discussion on the public art master plan draft policy.  
(Staff Contact: Jen Basham, Director of Parks and Recreation)

**SUMMARY:**

Receive an update on current survey and public engagement strategies with the public art master plan. Review and discuss draft policy for revisions.

**RECOMMENDATION:**

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

NA

**REFERENCE:**

Insert CSO# if applicable  
Insert resolution or ordinance change

**FISCAL IMPACT:**

Proposed Expenditure/Revenue:  
Account Number(s):  
Fund:  
Account Description:

**STAFF CONTACT:**

Jennifer Basham  
Director of Parks and Recreation  
[jbasham@burlesontx.com](mailto:jbasham@burlesontx.com)  
817-426-4201



BURLESON, TX

# PUBLIC ART PLAN

April 3rd, 2025





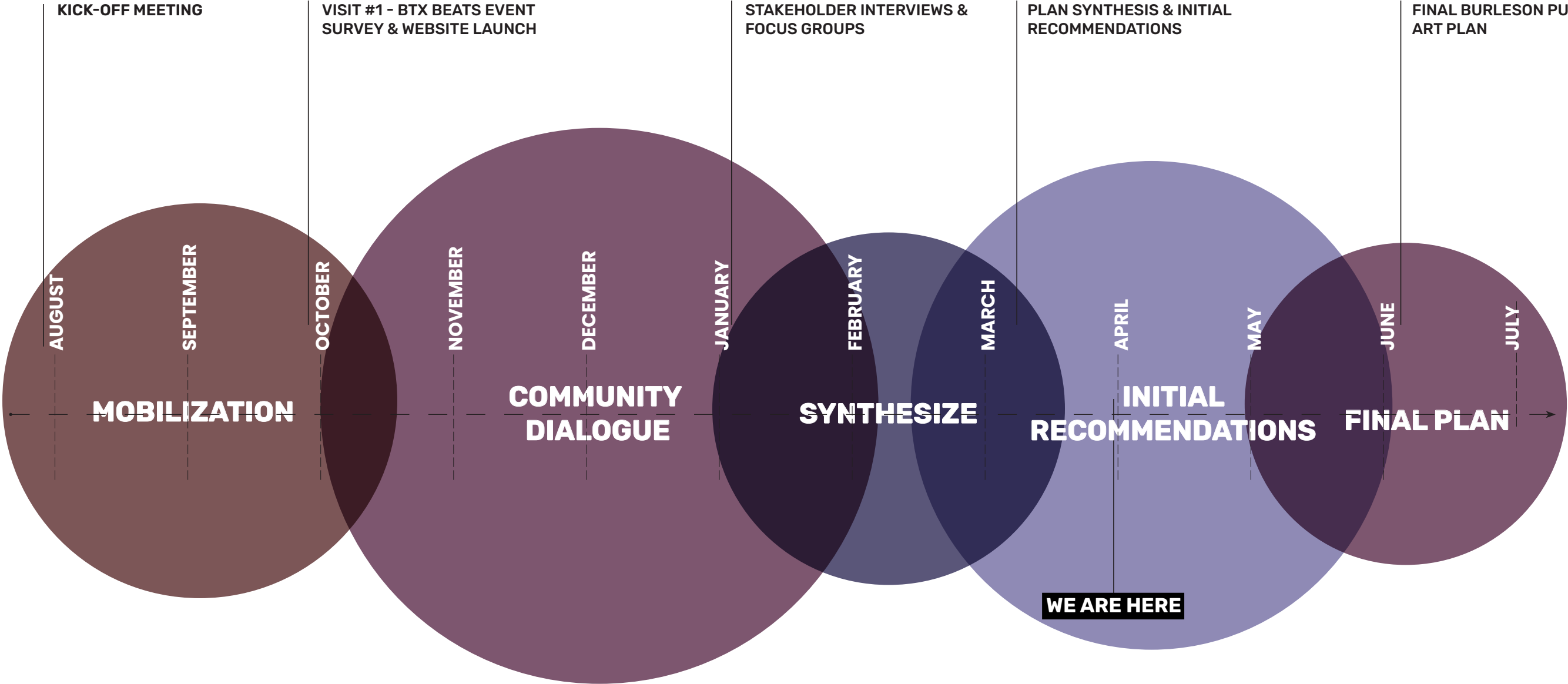
## AGENDA

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### BURLESON PUBLIC ART PLAN ADVISORY COMMITTEE

1. Project Timeline - Where are we?
2. Survey Themes
3. Policy Presentation
4. Funding Model Exploration
5. Next Steps

# PROJECT TIMELINE



# PROJECT UPDATE

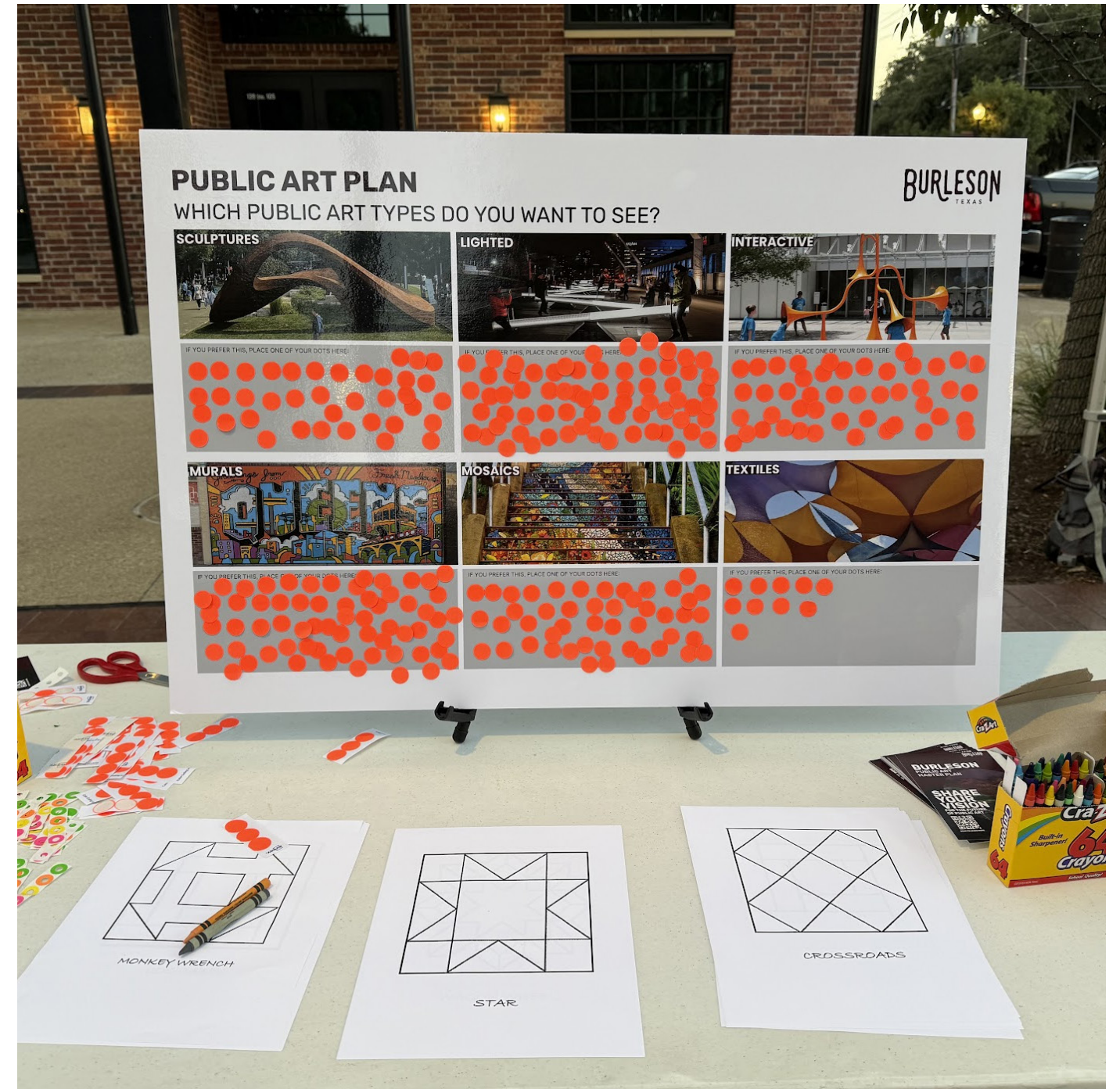
# SURVEY UPDATE

## BURLESON PUBLIC ART PLAN

**SURVEY RESPONSES: 929**

### Major Themes:

- “Blend In” to local Texas character
- Strong desire for a “Homegrown” Public Art Program
- More abstract art without a lot of “narrative” behind it
- A mix between art that appeals to current community members and art that attracts people to shop, dine, and spend time in Burleson.



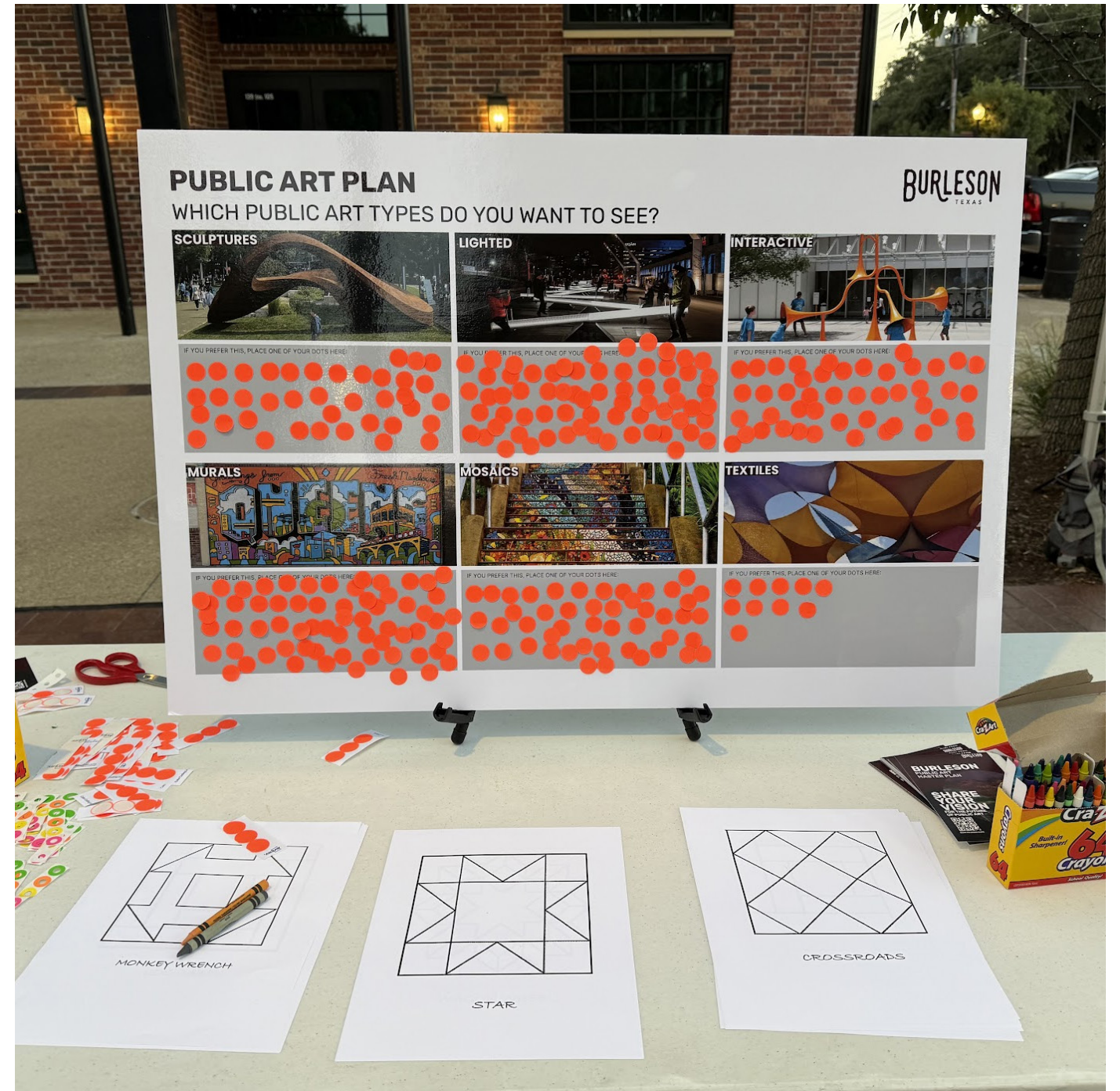
# SURVEY UPDATE

## BURLESON PUBLIC ART PLAN

**SURVEY RESPONSES: 929**

### Desired Art Forms:

- Murals
- Sculptural
- Functional Art
- Temporary Art
- Interactive Displays



# HOW SHOULD PUBLIC ART FEEL?

## BURLESON PUBLIC ART PLAN



# POLICY & FUNDING MODELS

## BURLESON PUBLIC ART PLAN

### **PUBLIC ART PROGRAM POLICY**

- Roles & Responsibilities
- Donations
- Maintenance
- Deaccession
- Public Art Program Workplan
- Use of Funds
- Artist Selection Methods
- Mural Program Guidelines

### **FUNDING MODEL EXPLORATION**

- Exploration of different funding mechanisms employed in other Texas communities



# PUBLIC ART POLICY

## BURLESON PUBLIC ART PLAN

### **ROLES & RESPONSIBILITIES**

#### **Mayor & City Council**

Ultimately make the final decision on public art selection and hold ultimate responsibility for the program.

#### **Parks & Recreation Department**

Administers the Public Art Program.

#### **Public Art Coordinator**

The program “staff”, could be an existing city staff member, new part-time staff member or consultant.

#### **Public Art Advisory Board**

The Public Art Board has the following responsibilities:

1. Act principally in an advisory capacity to Burleson staff in any matter pertaining to public art.
2. Advise and make recommendations to city staff pertaining to, among other things, artist selection juries and process; commission and placement of artworks; and maintenance and removal of artworks.





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# PUBLIC ART POLICY

## BURLESON PUBLIC ART PLAN

### COLLECTION MANAGEMENT

#### Objectives

- 1. Maintain a Collection management program that results in a high-quality, city-owned Collection;
- 2. Eliminate artwork that is unsafe, not repairable, or no longer meets the needs of the City of Burleson;
- 3. Respect the creative rights of artists; and
- 4. Support an efficient workload for staff.

#### Key Policy Components

- 1. Donation Procedures
- 2. Maintenance Policy
- 3. Deaccession Policy



# PUBLIC ART POLICY

## BURLESON PUBLIC ART PLAN

### **PUBLIC ART PROGRAM WORKPLAN**

#### **How it works**

The Public Art Program Workplan is a document that outlines in-process projects, and projects will be initiated in the coming fiscal year(s). The Program Update is one of the most crucial elements of the Public Art Program. It creates a roadmap and allows for the input of community members, elected officials, and others who care deeply about public art in the City of Burleson.

1. The following steps will be taken to develop the Public Art Program Workplan:
2. Work with City City Manager’s Offices to determine the availability of funds for the upcoming year(s).
3. Identify projects to be paid for by identified funding, including acquisition and maintenance.
4. Develop a draft Public Art Program Workplan that will include locations, goals, and budgets for public art projects and programs for staff review.
5. Present the Update to City Council as part of the City budget approval.
6. Integrate feedback from City Council to determine the final Program Update.



# PUBLIC ART POLICY

## BURLESON PUBLIC ART PLAN

### USE OF FUNDS

Funding for the City of Burleson Public Art Program may come from: the Public Art Fund; the City's Capital Improvement Budget; grants and/or contributions from private entities; other public agencies; philanthropic sources; or through other sources as deemed appropriate by the City. The public art funds may be spent for:

- Calls for Entry, RFQ's/RFP's, concept designs, maquettes, juror stipends, and other costs related to competitions and Commissions
- Artist fees including travel stipends and expenses related to travel;
- Artwork fabrication and installation, site preparation and cleanup;
- Acquisition of existing works of art;
- Relocation of existing or Commissioned works of art;
- Required permits and insurance during the fabrication and installation of the artwork;
- Informational/promotional materials and public events directly related to the artwork;
- Required equipment needed for installation;
- Artwork appraisal;
- Staffing and services of an Arts Administrator;
- Curators and contracted services.



# PUBLIC ART POLICY

## BURLESON PUBLIC ART PLAN

### USE OF FUNDS

The public art funds may **NOT** be spent for:

- Mass-produced work, with the exception of limited editions controlled by the artist.
- Professional graphics, unless designed or executed by an artist or used in the development of collateral material.
- Decorative, ornamental or functional elements that are designed by a project's architect or other designer.
- Routine maintenance, conservation, repair, or restoration, exceeding more than 10% of the annual budget.
- Purchase of existing works of art outside of the selection process.



# PUBLIC ART POLICY

## BURLESON PUBLIC ART PLAN

### **PUBLIC ART ACQUISITION**

These policies establish the practices for acquiring artworks. The procedure creates a thorough and transparent process for acquiring artwork and favors open-ended selection processes to ensure artistic excellence in the City's Collection.

- Artist Selection Methods
- Artist Services Procurement
- Artist Selection Process
- Purchasing Procedures
- Project Implementation



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- Artist Selection Methods
- Artist Services Procurement
- Artist Selection Process
- Purchasing Procedures
- Project Implementation
- Maintenance Plan



# PUBLIC ART POLICY

## BURLESON PUBLIC ART PLAN

### MURAL POLICY OPTIONS

#### Option A: Mural Guidelines

Mural Design Considerations for murals on Public Property, with a request that private property-owners follow design considerations for:

- Scale - Who will be the intended viewer or audience? A mural intended for pedestrians may be of a different scale than one intended for automobile drivers or cyclists along a bike trail.
- Accessibility - Are there opportunities to engage those who are visually impaired or otherwise not able to view the mural?
- Maintenance - What are the long term maintenance implications of the design? Is it easily repairable?
- Longevity - What is the expected life span of the mural? Is it intended to be a short or long term installation?
- Experiential Elements - Is there a potential for additional elements that could be added to enhance the experience of the viewer such as virtual (VR) or augmented (AR) reality elements, audio elements either on site or online, instagram or social media interactions or other opportunities?





# PUBLIC ART POLICY

## BURLESON PUBLIC ART PLAN

### MURAL POLICY OPTIONS

Option B: City of Burleson Mural Program (Private Property) Permitting Process and Regulations

Mural Design Considerations for murals on Public Property, with a permitting process that requires private property-owners follow design considerations and standards for:

- Scale - Who will be the intended viewer or audience? A mural intended for pedestrians may be of a different scale than one intended for automobile drivers or cyclists along a bike trail.
- Accessibility - Are there opportunities to engage those who are visually impaired or otherwise not able to view the mural?
- Maintenance - What are the long term maintenance implications of the design? Is it easily repairable?
- Longevity - What is the expected life span of the mural? Is it intended to be a short or long term installation?
- Experiential Elements - Is there a potential for additional elements that could be added to enhance the experience of the viewer such as virtual (VR) or augmented (AR) reality elements, audio elements either on site or online, instagram or social media interactions or other opportunities?



# NEXT STEPS

## NEXT STEPS

### BURLESON PUBLIC ART PLAN

#### **PUBLIC ART POLICY**

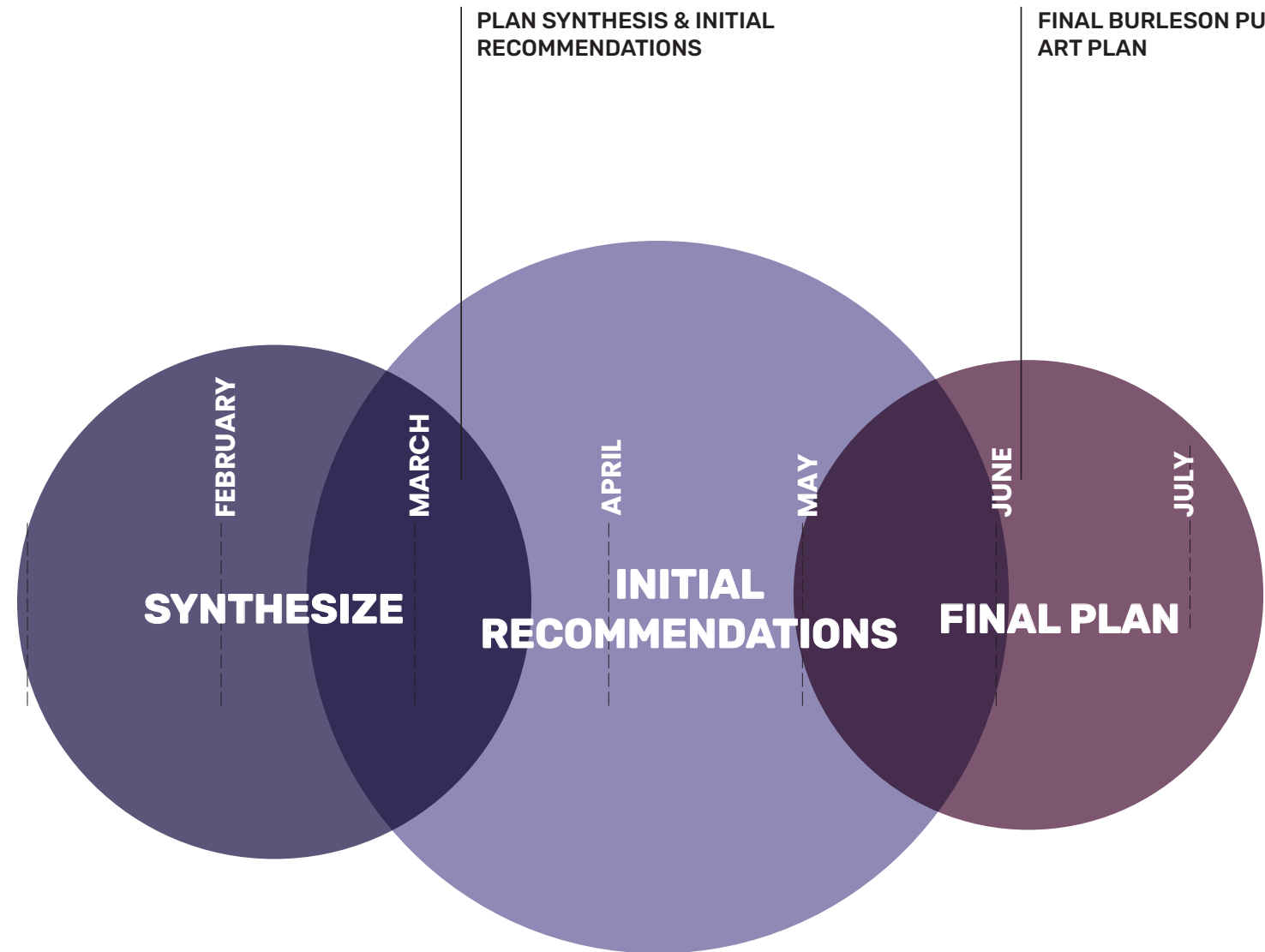
- Policy is under review by City of Burleson

#### **ENGAGEMENT REPORT**

- Themes are being developed into a chapter addressing the community's vision for the Public Art Program

#### **RESEARCH TO SUPPORT FUNDING MODEL RECOMMENDATION**

- Case studies from around TX and national best practices in public art program management is being use to inform the funding mechanism menu



**THANK YOU!**