



Community & Intergovernmental Relations Committee Agenda

Wednesday, April 23, 2025
1:00 PM

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

1. CALL TO ORDER

2. CITIZENS APPERANCES

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 City Secretary prior to addressing the Committee. Each speaker will be allowed three minutes to speak.

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

3. GENERAL

A. Consider and take possible action on minutes from the September 25, 2024, and January 22, 2025, Community & Intergovernmental Relations Committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

4. REPORTS AND PRESENTATIONS

A. Receive a report and provide possible recommendations regarding the Mayor Vera Calvin Plaza policy. *(Staff Contact: Alex Philips, Economic Development Director)*

5. REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS

6. RECESS INTO EXECUTIVE SESSION

In accordance with Chapter 551 of the Texas Government Code, the Committee may convene in Executive Session in the City Council Workroom at City Hall to conduct a closed meeting to discuss any item listed on this agenda.

**Pending or Contemplated Litigation or to Seek the Advice of the City Attorney
Pursuant to Section 551.071**

7. ADJOURN

Tony Mcilwain
Development Services | Director of Development Services
Email: tmcilwain@burlesontx.com
Phone: 817-426-9684

CERTIFICATE

I hereby certify that the above agenda was posted on this the 16th of April 2025, by 6:00 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.

Community & Intergovernmental Relations

DEPARTMENT: City Secretary's Office

FROM: Monica Solko, Deputy City Secretary

MEETING: April 23, 2025

SUBJECT:

Consider and take possible action on minutes from the September 25, 2024 and January 22, 2025 Community & Intergovernmental Relations Committee meeting. (*Staff Contact: Monica Solko, Deputy City Secretary*)

SUMMARY:

The Community & Intergovernmental Relations Committee duly and legally met on September 25, 2024 and January 22, 2025 for a regular meeting.

RECOMMENDATION:

Committee may approve the minutes as presented or approve with amendments.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Monica Solko, TRMC
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

COUNCIL COMMITTEE
COMMUNITY & INTERGOVERNMENTAL RELATIONS
SEPTEMBER 25, 2024
DRAFT MINUTES

Item A.

Council present:

Victoria Johnson, Chair
Chris Fletcher
Phil Anderson

Council Absent:

Staff

Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary
Lisandra Leal, Assistant City Secretary
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – Time: 9:00 a.m.

Chair Victoria Johnson called the meeting to order. **Time: 9:06 a.m.**

Chair Victoria Johnson stated that the order of the meeting would be changed, starting with Section 3 Reports and Presentations.

3. REPORTS AND PRESENTATIONS - MOVED

- A. Receive a report and hold a discussion regarding Burleson Independent School District (BISD), the district's enrollment, demographics, future projects and facilities, and opportunities for cooperation with the city.**
- B. Receive a report and hold a discussion regarding Joshua Independent School District (JISD), the district's enrollment, demographics, future projects and facilities, and opportunities for cooperation with the city.**

Items 3A and 3B were called together as one presentation to discuss infrastructure.

Bret Jimerson, BISD Superintendent and Steve Logan, JISD Operating Officer both spoke on demographic, the fluctuation of growth between students at the elementary, middle school and high school and being back after COVID. Both spoke on the housing market and finding affordable housing. Mr. Jimerson spoke on the city partnership on the upcoming gymnasium. Mr. Logan spoke about the city's continued partnership with the Police Department helping traffic during football games and for allowing the JISD golf team the use of the golf course.

Both district requested the city keep them in the loop of upcoming city projects such as housing developments that would help prepare them for potential students.

Corey Hickerson, JISD Superintendent, spoke on the steady growth, forecast of fifteen future subdivisions, and the approved bond.

Bond Project Joshua High school additions.

- New elementary school and addition to middle school
- Renovation and expansion JHS cafeteria
- Renovation to Career and Technical Education facility at JHS
- HVAC replacement, paving improvements at multiple campus and safety and security upgrades.

Tommy Ludwig, City Manager provided an update on upcoming city projects that could potentially impact the schools. He stated that collaboration and communication on upcoming projects would help the city when planning future capital improvement projects.

Victoria Johnson spoke about outreach to spark interest in government for both BISD and JISD. She spoke on Character Council students and extending an invitation to JISD.

2. **GENERAL**

- A. Consider approval of the minutes from the August 7, 2024 Community & Intergovernmental Relations committee meeting and September 4, 2024 Community & Intergovernmental Relations committee meeting. (Staff Contact: Amanda Campos, City Secretary**

Motion made by Chris Fletcher and seconded by Phil Anderson to approve.

Motion passed 3-0.

- B. Review, discuss and make recommendations to fill vacancies on the Park Board. (Staff Contact: Lisandra Leal, Assistant City Secretary**

Lisandra Leal, Assistant City Secretary, discussed Parks Board vacancies to the board. The following appointments were recently vacated due to the absence rule for boards and commissions.

Committee was in favor of the City Secretary's Office discussing attendance with the members and leaving them on board (October 1 to September 30).

4. **CITIZEN APPEARANCES**

- None.

5. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

- None.

6. RECESS INTO EXECUTIVE SESSION

In accordance with Chapter 551 of the Texas Government Code, the Committee may convene in Executive Session in the City Council Workroom at City Hall to conduct a closed meeting to discuss any item listed on this agenda.

A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071

- No executive session needed.

7. ADJOURN

There being no further business, Chair Victoria Johnson adjourned the meeting.

Time: 10:25 a.m.

Monica Solko
Deputy City Secretary

COUNCIL COMMITTEE
COMMUNITY & INTERGOVERNMENTAL RELATIONS
JANUARY 22, 2025
DRAFT MINUTES

Item A.

Council present:

Victoria Johnson, Chair
Chris Fletcher
Phil Anderson

Council Absent:

Staff

Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary
Lisandra Leal, Assistant City Secretary
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – Time: 1:00 P.M.

Chair Victoria Johnson called the meeting to order. **Time: 1:10 p.m.**

2. CITIZEN APPEARANCES

- None.

3. GENERAL

- A. Review, discuss, and recommend appointments to various City of Burleson Boards/Commissions/Committees to fulfill vacancies. (Staff Presenter: Lisandra Leal, Assistant City Secretary)**

Duplicate item was removed from the agenda.

4. REPORTS AND PRESENTATIONS

- A. Receive a report, hold a discussion, and provide a recommendation on Burleson becoming a Film Friendly Certified Community as recognized by the Texas Film Commission's Film Friendly Texas program. (Staff Contact: Alex Philips, Director of Economic Development)**

Alex Philips, Director of Economic Development, made a presentation on Burleson becoming a Film Friendly Certified Community to the committee. Discussion included participation, certification steps, special event policy guidelines and consideration of permits/fees, use of city owned property, limitations on filming hours, notification to property owners, insurance requirements, and damage to public/private property.

The committee was in favor and requested an item be brought to full council for consideration.

B. Review, discuss, and recommend appointments to various City of Burleson Boards/Commissions/Committees to fulfill vacancies. (Staff Presenter: Lisandra Leal, Assistant City Secretary)

Lisandra Leal, Assistant City Secretary, presented mid-year appointments to various boards, commissions and committees to the committee.

The committee was in favor of the following to be taken to the full council for consideration:

Advisory Committee on People with Disabilities
Place 9 (Youth) – Queyanna Smith

Cemetery Board
Place 1 – Jim Buxton

Park Board
Place 2 (Youth) - Addison Oscarson
Place 3 – Miguel Sanchez

Citizen Public Art Committee
Place 2 – Jessica Lowe

Old Town
Place 8 (Youth) – Jessica Shrauner

5. BOARD REQUESTS FOR FUTURE ITEMS OR REPORTS

- None.

6. RECESS INTO EXECUTIVE SESSION

In accordance with Chapter 551 of the Texas Government Code, the Committee may convene in Executive Session in the City Council Workroom at City Hall to conduct a closed meeting to discuss any item listed on this agenda.

A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071

- No executive session needed.

7. ADJOURN

There being no further business, Chair Victoria Johnson adjourned the meeting.

Time: 1:35 p.m.

Monica Solko
Deputy City Secretary

Choose an item.

DEPARTMENT: Economic Development

FROM: Joni Van Noy, Economic Development Coordinator

MEETING: April 23, 2025

SUBJECT:

Receive a report and provide possible recommendations regarding the Mayor Vera Calvin Plaza policy (*Staff Presenter: Alex Philips, Economic Development Director*)

SUMMARY:

Staff would like to gather feedback from the committee regarding the current governing policy for the Mayor Vera Calvin Plaza in Old Town. Discussion topics may include but are not limited to: current lighting schedule, restroom facilities, reservation fees, and any other concerns the committee members may have. Your input is essential to ensure that we continue to improve the plaza's management and address any areas that may need attention.

The Plaza policy was first presented to Council in March 2020, following a work session held in which Council and staff outlined policy preferences. In March 2021, Council approved a policy amendment in which supported a half-day rental fee. The City's fee schedule was amended in accordance with the half-day rental in May 2021.

The Plaza's policy highlights the following areas: hours of operation, reservations, rental fees/deposits, prohibited actions and equipment, supplies and utilities. The policy does not, however, address the Plaza's lighting schedule and/or restroom facility hours of operation.

Both lighting and restroom facility timers have been altered a number of times since the Plaza's opening due to safety/vandalism concerns. Originally, the Plaza lights were programmed to turn on 30 minutes prior to sunset and turn off at midnight in accordance with the policy's hours of operation as listed (5:00 AM- 12:00 AM midnight). However, since numerous nearby establishments close later than midnight, late night visitors and vandalism were occurring after hours, thus making it difficult to identify on surveillance footage. Burleson PD recommended staff program the lights to stay on throughout the night in an effort to deter unwanted activity in the Plaza.

Because restrooms do not allow surveillance for privacy reasons, they are often targeted with vandalism. Currently, the Plaza restrooms lock at 5:30 p.m., following close of business of city facilities in the vicinity. Restroom times are altered as needed in accordance with events taking place in the place (i.e. Farmer's Market).

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Joni Van Noy
Economic Development Coordinator
jvannoy@burlesontx.com
817-426-9689



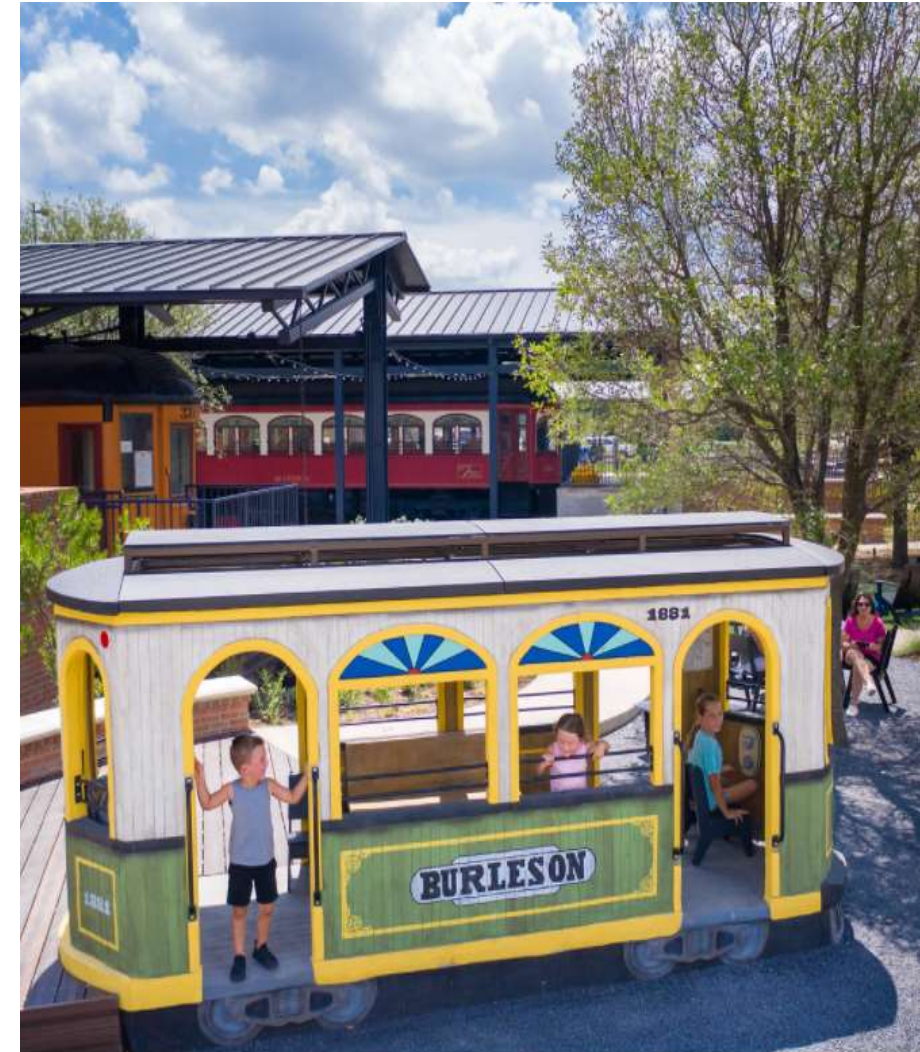
Mayor Vera Calvin Plaza

POLICY OVERVIEW

General info.

Item A.

- 1** Open to the general public 5:00A to 12:00A
Hours may be altered by City Council, City Manager, Events Committee, or Old Town Administrator for things such as: maintenance, safety concerns, special events, and inclement weather
- 2** Children's play area, pavilions, picnic tables may not be reserved independently
- 3** Plaza lighting is programmed to turn on 30 minutes prior to sunset and is manually turned off each morning by our Parks Maint. staff (approx. 7 am)
- 4** Plaza restroom facilities currently open at 7:30A and are locked at 5:30P daily
Timing of locks on the restroom facility has been altered a number of times due to vandalism, damage, overnight stays, etc.



Private events

Item A.

- ☐ For the purpose of this policy, the term “private” applies to any event to be hosted by a private entity charging admission to enter. The term is not representative of an event only open to a specific group or list of attendees (i.e. wedding, reunion, birthday celebration, etc.)
- ☐ Private events are limited to Hotel/Motel tax recipients only
- ☐ No more than six (6) per year
- ☐ No outside A/V; must use City contracted technician
- ☐ The Plaza’s promenade may not be included within perimeter fencing and shall remain open to pedestrian traffic at all times.
- ☐ Half Day: \$1,500 refundable deposit + \$2,500 reservation fee due at time of reservation
Full Day: \$2,500 refundable deposit + \$5,000 reservation fee due at time of reservation

Prohibited Actions

- ☐ Smoking
- ☐ Animals (excluding service animals)
- ☐ Materials/decorations attached to permanent fixtures in the plaza
- ☐ Open flames
- ☐ Fireworks
- ☐ Motorized vehicles (other than those with permission/in affiliation with a parade)
- ☐ No outside A/V equipment is permitted. Events requiring such services must utilize the city's contracted technician

Discussion Topics

- ☐ Plaza Lighting
- ☐ Restroom facilities
- ☐ Other items?

Timing of locks on the restroom facility has been altered a number of times due to vandalism, damage, overnight stays, etc.

Current lighting schedule was set per recommendation from PD following recurring vandalism during holiday season. PD does recommend keeping current lighting schedule as is.

Vandalism Example

Vandalism Abatement Report

Vandalism Date: 2/23/2025

Location: Mayor Vera Plaza

Abatement Cost Summary: \$367.85

Staff Hours to Abate (2.5 hours): \$83.85

Material Cost:

Paint Needed (4 gallons @ \$48.00 each): \$192.00

Painting Supplies & Abatement Materials: \$92.00 *(Includes \$50.00 for painting supplies and \$42.00 for abatement materials)*

During the last 18 months, a total of **20 incidents** have been reported totaling **\$3,983.78** in labor and material costs.

Replacement Costs

Last 18 months

Cornhole boards/bags: \$1,202.66

- Board replacement x 4
- Numerous bag replacements

Giant Chess: \$1,140.33

Children’s play area: \$906.51

- Foam block/noodles refresher kit

Lawn furniture:

- During the last 18 months, a total of 3 furniture pieces have been repurchased totaling **\$1,147.88.**

Discussion/Recommendations?



Facility Guidelines/ Reservations Info.

General Information:

The Old Town Administrator along with the Special Events Committee oversees the operation of and approves events within the Mayor Vera Calvin Plaza in Old Town. The Plaza is designed to be a public space for community gathering and fellowship.

For purposes of this policy, reservations of the Plaza includes: the greenspace/lawn area, restroom facilities, children's play area, picnic tables, area between the Heritage Museum and the trolley, pavilion areas along S. Warren St. and the performance stage. Pavilion areas, children's play area and/or standalone tables are not available for standalone reservation and shall operate on a "first come, first serve" basis.

Hours of Operation:

The Plaza is open to the general public from 5 A.M. to 12:00 A.M. (midnight) except for qualifying events in which the Plaza has been reserved or closed due to reasons listed below.

The City Manager, City Council, Special Events Committee and/or Old Town Administrator may approve temporary closure of all or part of the Mayor Vera Calvin Plaza for reasons including but not limited to: special event, maintenance, public safety concerns, or inclement weather.

Set up for an approved event may begin no more than two (2) hours prior to the event start time and no earlier than 7:00 a.m. If an organizer of an event seeks to begin set up outside of these perimeters, written permission from City management and/or City Council shall be required.

In accordance with the City's Public Events ordinance (Chapter 70- Article V.- Public Events), a public event may not end later than 11:00 p.m.

Reservations:

1. Plaza reservations shall be limited to Hotel/Motel tax grant recipients and city organized events only.
2. All reservations shall be scheduled through approval of an affiliated Special Event permit application. No verbal agreements for the use of the Plaza will be considered valid. No reservation will be considered binding unless a Rental Agreement Form is complete, signed, and the required deposit and rental fee has been paid.
3. Any person, business, or organization wishing to reserve the Plaza shall complete and submit an event application form. Reservation requests may be requested *up to* 6 months in advance of the event date. Early application submittal does not guarantee approval.
4. An application for an event must be submitted at least 45 days prior to the proposed event date to allow for proper review.
5. Reservation cancellations must be made a minimum of 90 days prior to the scheduled event in order to be refunded fees paid to the City.
6. City staff and/or the events committee may deem review by City Council necessary for reasons including but not limited to: safety concerns, nature of the proposed event, anticipated audience, etc.
7. To maintain the plazas availability to the general public, private events will be limited to no more than one (1) private event within a one month period with a maximum number of private events limited to six (6) per year.
 - a. Exception to this rule shall apply only to free, city organized events including but not limited to: Hot Sounds of Summer Concert series, Old Town Picture Show, etc.
 - b. The term “private” event shall apply to any event to be hosted by a private entity and not be representative of an event only open to a specific group or list of attendees (i.e. wedding, reunion, birthday celebration etc.)
8. Recurring events, such as weekly, bi-weekly, or monthly events proposed to take place within the plaza, may be independently contracted with the City on a case by case basis.
 - a. The term “recurring” event shall apply to an event that seeks to utilize the Plaza on a weekly, bi-weekly, or monthly schedule within a specific date range (Ex: Farmer’s Market). The term “recurring” is not meant to include large community events that occur on an annual basis (Ex: Wine Crawl, Founder’s Day, etc.)
9. The Plaza’s promenade (formerly Ellison St. right-of-way) shall remain open to pedestrian traffic at all times and at no time be included within perimeter fencing for an event.

Rental/Use Fees:

1. A rental fee in accordance with the City's adopted fee schedule will be due at such time a reservation is approved.
2. A deposit of \$500 shall be required at such time an application for plaza reservation is submitted. This does not guarantee approval of an event. Deposits will go towards reservation costs.

Security Deposit:

1. A security deposit in accordance with the City's adopted fee schedule will be due at such time a reservation is approved.
2. The security deposit will be refunded to the responsible party based on a determination by city personnel that all facets of the reservation agreement are satisfied.

Violations resulting in loss of security deposit:

1. Damage to Plaza, grounds, and/or fixtures. If repair costs of damages exceed security deposit amount, the renter shall be responsible for the additional costs.
2. Failure to leave the Plaza in the same condition as prior to the start of a rental period. This includes removing all trash and debris accumulated from an event.
3. Failure to comply with Plaza specific guidelines included herein and City of Burleson's Code of Ordinances.

Insurance Requirements:

1. Event organizers must provide proof of general liability coverage with minimum limits of \$500,000 per occurrence for bodily injury, personal injury and property damage, with a minimum aggregate limit of \$1,000,000.
2. Proof of insurance must be in the form of a valid Certificate of Insurance in the name of the responsible party with the City of Burleson listed as additionally insured.

Food and Beverage Sales:

1. Food and beverage vendors are permitted in affiliation with a special event permit so long as all appropriate health/environmental permits are acquired and City ordinances are met in conjunction with sales.

Businesses located in close proximity to the Plaza should be given preference when possible.

2. Standalone concession sales of any kind (bottle water, lemonade, candy, chips, etc.) shall not be permitted without a qualifying permit.
3. Events proposing alcohol sales shall comply with all TABC regulations in which are not governed and/or monitored by the City of Burleson.

Prohibited Actions:

1. Smoking within the plaza is prohibited at all times.
2. Materials and/or decorations of any kind may not be attached to permanent fixtures within the plaza. Decorations or materials may not be nailed, stapled, taped or otherwise attached to any part of the premise without explicit approval from the City's Old Town Administrator. All decorative material must be flameproof.
3. No open flames (including grills) are allowed within the plaza unless approved in affiliation with an event permit.
4. Fireworks of any kind are strictly prohibited unless approval is granted by City management in affiliation with an event.
5. Pets are not within the Plaza. This provision does not apply to service animals.
6. No motorized vehicles of any kind are permitted within the parameters of the Plaza. An exception for vehicles may be made in affiliation with an event permit, but will only be allowed within the area known as the "promenade" and will not be permitted on turf area(s) and/or sidewalks.
7. No outside A/V equipment will be permitted for events occurring within the Plaza. Any event proposing A/V shall utilize the City's preferred technician at his rate of pay as contracted with the City of Burleson.

Equipment, Supplies & Utilities:

1. All events utilizing the stage, lighting, and/or soundboard shall employ the City of Burleson's preferred vendor for the duration of an event. The fee for preferred vendor is included within the reservation fee.
2. The City of Burleson does not rent, lease, or provide any of the following supplies and equipment: tents, canopies, portable restrooms, hand-washing stations, additional trash receptacles, dumpsters, water hoses, extension cords, temporary fencing, generators, propane heaters, etc.
3. The event organizer or a representative must be present at such time equipment or supplies for a planned event is delivered to the plaza to ensure proper placement. The City will not orchestrate set up of private events.