



**Public Spaces and Cultural Heritage  
Board Agenda**

Tuesday, April 07, 2026  
6:00 PM

City Hall Annex - Conference  
Room, 135 W Ellison St Suite  
109, Burleson, TX 76028  
Burleson, TX 76028

**CALL TO ORDER**

**CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Board 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 Board. 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.

**GENERAL**

[Administer](#) Oath of Office and Statement of Officer to all Board members. (*Staff Contact: Amanda Campos, City Secretary*)

**REPORTS AND PRESENTATIONS**

[Receive](#) a training and hold a discussion regarding service as a Board member for the Public Spaces and Cultural Heritage Board. (*Staff Contact: Amanda Campos, City Secretary*)

[Receive](#) a report, hold a discussion, and provide staff feedback regarding the Public Spaces and Cultural Heritage Board. (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

**REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS**

**ADJOURN**

(Staff Contact)

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

**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 26th of March 2026, 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 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.


**Public Spaces and Cultural Heritage Board**

**DEPARTMENT:** City Secretary’s Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** April 7, 2025

**SUBJECT:**

Administer Oath of Office and Statement of Officer to all Board members. *(Staff Contact: Amanda Campos, City Secretary)*

**STRATEGIC PRIORITY AND GOAL(S):**

Strategic Priority	Strategic Goal
 <p><b>High Performing City Organization</b>            Providing Exceptional, People Focused Services</p>	1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers

**SUMMARY:**

On August 4, 2025, City Council agreed to the creation of the Public Spaces and Cultural Heritage Board, encompassing members of the Cemetery Board and the previous Citizens Public Art Committee.

On August 13, 2025 the Community and Intergovernmental Relations Committee met to discuss vacancies, reappointments, and appointments, including to the Public Spaces and Cultural Heritage Board.

On September 2, 2025, Amanda Campos, City Secretary, presented to City Council to consider and take possible action on a minute order appointing members to the City of Burleson boards, commissions, and committees for October 1, 2025 – September 30, 2028, terms and filling vacancies. The appointed and reappointed members were presented to City Council and City Council motioned, seconded, and voted to approve as presented.

The Community & Intergovernmental Relations council committee met on January 21, 2026, to review vacancies on city boards and commissions. The committee reviewed all the applications and made the following recommendations for partial appointments. On February 16, 2026,

appointed and reappointed members were presented to City Council and City Council motioned, seconded, and voted to approve as presented, including Places 5, 7 and 9 of the Public Spaces and Cultural Heritage Board. With the withdrawal of Jennifer Kleiber for Place 1 on March 20, 2026, the current approved members of the Public Spaces and Cultural Heritage Board includes the following:

Public Spaces and Cultural Heritage Board			
Place	Name	Appt.	Term
1	<i>vacant</i>	Appoint	2025 – 2028
2	John Weeks	Partial	2025 – 2027
3	Jaime Ibarra	Appoint	2025 – 2028
4 – Youth (non-student voting member)	Joy Larabell	Appoint	2025 – 2026
5	Payton L. Byrd	Partial	2025 – 2028
6	Vanessa Shimek	Partial	2024 – 2027
7	Vaughn M Schlegel	Partial	2025 – 2028
8	Steve Ann Richie	Partial	2024 - 2027
9	John Zamaripa	Partial	2025 – 2028

**RECOMMENDATION:**

Administer Oath of Office and Statement of Officer to all board members.

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

N/A

**REFERENCE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

Amanda Campos  
 City Secretary  
[acampos@burlesontx.com](mailto:acampos@burlesontx.com)  
 817-426-9665


**Public Spaces and Cultural Heritage Board**

**DEPARTMENT:** City Secretary’s Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** April 7, 2025

**SUBJECT:**

Receive a training and hold a discussion regarding service as a Board member for the Public Spaces and Cultural Heritage Board. *(Staff Contact: Amanda Campos, City Secretary)*

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

**REFERENCE:**

**FISCAL IMPACT:**

**STAFF CONTACT:**

Amanda Campos  
 City Secretary  
[acampos@burlesontx.com](mailto:acampos@burlesontx.com)  
 817-426-9661

THE CITY OF  
**BURLESON**  
TEXAS

Boards, Commissions & Committees

APRIL 2026

# Creation and Scope

Boards, Commissions, & Committees (Boards) were established to support the City Council in shaping policies, guiding improvements, and fostering the city's growth – ensuring that the voices of the citizens are heard and considered.

So, what does the scope look like?

- Staff will provide board members with accurate and relevant data and information related to the items under review by their respective board.
- Staff should clarify and explain current ordinances, policies or laws in place that may impact the board's work.
- Staff should provide board members with the tools they request to perform their review.
- Encourage board member to ask all the questions or seek clarification so they can make informed and thoughtful recommendations to City Council.
- **This EXCLUDES budget, finances of the city, fees/fines, and maintenance operations of the city.**

**Let's Talk about this**



# Let's Talk Absences

Code of Ordinances  
Chapter 2  
Subsection 2-34

City Council Policy  
#40

Over 75% absences does not  
mean automatic removal

Must attend at least 75%  
of called meetings (Oct –  
Sept)

Notify CS  
[records@burlesontx.com](mailto:records@burlesontx.com)  
and board liaison  
At least 72 hours prior

Absences will be noted on  
attendance roll and  
presented during  
appointment process

**Note: We realize there are emergency  
and unexpected circumstances please  
let us know when that happens.**



# Membership and Terms

## *All are Oct. to Sept.*

### Memberships:

9 Members on all boards EXCEPT P&Z

10 Members on P&Z include a Youth ex-officio member

Youth members are voting members and are included in quorum

### Terms:

3 year terms

Term limit is 2 three year terms EXCEPT P&Z = 6 years

Term limit is 3 three year terms for P&Z = 9 years

*Must stay off current board for 1 year – term out*

Youth members no limit – age will determine

*If no youth for a board adult can be appointed for 1 year*

# Presiding Officers

Chair

Vice-Chair

- ❑ Each board elects their own chair / vice-chair
- ❑ Appointment is for 1 year
- ❑ Council ratifies appointments



# What's the job of a Chair or Vice-Chair?

**They lead the meeting by making sure the following:**

Start at the correct time ( can start late not early)

Need quorum present to start – remember the exception Public Art & Cultural Heritage need 3 – No recommendations

Follow the items on the agenda – don't allow none agenda items to be discussed

Make sure all members are heard

Keep the decorum

Burleson Rules of Order are known and applied

Ensure all recommendations are stated clearly and announce it to the membership so everyone is clear

We Provide Training!



# What Boards, Commissions, & Committees are there?

Advisory  
Committee on  
People Disabilities

Animal Shelter  
Advisory  
Committee

Building Code &  
Standards Board

Library Board

Old Town  
Development  
Standards Review  
Committee

Park & Recreation  
Board

Planning & Zoning  
Commission

Public Spaces &  
Cultural Heritage  
Committee

Zoning Board of  
Adjustments

Descriptions are in the handbook; Your staff liaison will provide a deeper perspective of your board

# Did you know you have a webpage?

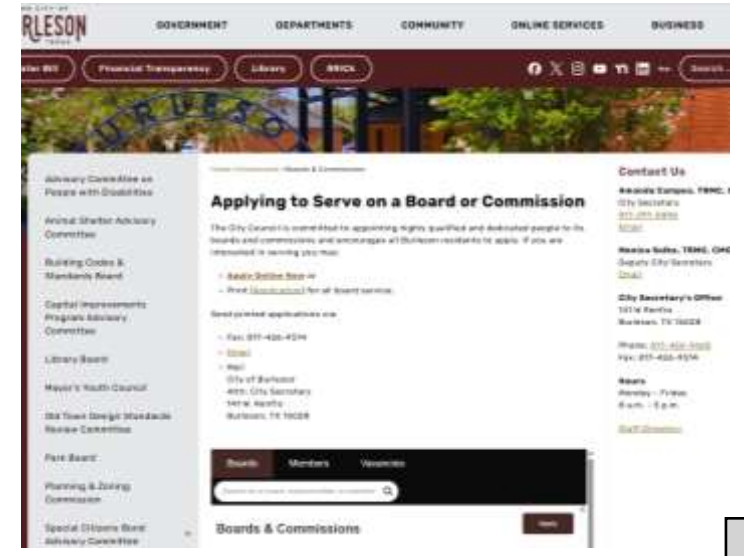
There you can find your board and all other boards

Members and Term

Applications

Members Handbook

Staff contact





**QUESTIONS?**


**Public Spaces and Cultural Heritage Board**

**DEPARTMENT:** Parks and Recreation  
**FROM:** Jen Basham, Director of Parks and Recreation  
**MEETING:** April 7, 2026

**SUBJECT:**

*Receive a report, hold a discussion, and provide staff feedback regarding the Public Spaces and Cultural Heritage Board. (Staff Contact: Jen Basham, Director of Parks and Recreation)*

**STRATEGIC PRIORITY AND GOAL(S):**

Strategic Priority	Strategic Goal
 <p><b>Beautiful, Safe, &amp; Vibrant Community</b></p>	<p>3.1 Encourage placemaking and a sense of belonging</p>

**SUMMARY:**

The creation of the Public Spaces & Cultural Heritage Committee is the result of two parallel efforts:

- Adoption of the Public Art Master Plan (2025):**  
The plan identified the need for a dedicated advisory body to guide the implementation of a thoughtful, community-driven public art program, ensuring alignment with community values, long-term stewardship, and phased project delivery.
- Review of Existing Boards and Committees:**  
A broader organizational review evaluated the roles, responsibilities, and overlap of existing boards. This process identified an opportunity to consolidate related focus areas—public art, cultural heritage, cemetery stewardship, and senior-focused programming—into a single advisory body to improve clarity, efficiency, and alignment with adopted plans.

Together, these efforts led to the establishment of the Public Spaces & Cultural Heritage Committee as a focused advisory group supporting both strategic initiatives and ongoing programmatic needs.

The Public Spaces & Cultural Heritage Committee serves as an advisory body to City staff and City Council, providing guidance, recommendations, and perspective on key focus areas within public spaces.

The committee is intended to support:

- Transparent and informed decision-making
- Alignment with adopted master plans and policies
- Integration of cultural, historical, and artistic elements into public spaces

As outlined in the committee framework, the role is advisory in nature and does not include operational or administrative authority.

### **Committee Purview**

The committee's scope of work includes the following primary areas:

#### **1. Public Art**

- Implementation of the Public Art Master Plan through a phased approach
- Review and recommendation of public art opportunities, including temporary and permanent installations
- Consideration of partnerships, grants, and artist engagement processes

#### **2. Cultural Heritage & Placemaking**

- Support for initiatives that reflect Burleson's identity, history, and community character
- Guidance on storytelling elements within parks, trails, and civic spaces

#### **3. Cemetery Stewardship**

- Advisory input on preservation, enhancement, and long-range planning
- Consideration of respectful interpretation and historical recognition

#### **4. Senior-Focused Programming in Public Spaces**

- Evaluation of accessibility, inclusivity, and program effectiveness
- Identification of opportunities for engagement and connection across generations

These focus areas collectively support the City's broader goals of placemaking, community identity, and quality-of-life enhancements.

To operationalize the committee and begin its work, the following steps are proposed:

### **1. Board Orientation & Onboarding**

- Provide foundational materials, including adopted plans, policies, and program overviews
- Establish a shared understanding of roles, expectations, and advisory responsibilities

### **2. Establish Meeting Structure & Annual Work Plan**

- Confirm regular meeting cadence
- Identify priority focus areas for the first year, including early public art opportunities and program assessments

### **3. Initial Work Program**

- Begin Phase 1 implementation of the Public Art Master Plan (foundation and pilot projects)
- Review current senior programming and identify gaps or opportunities
- Receive overview of cemetery operations and existing conditions

### **4. Coordination with Staff & Council**

- Define communication and reporting processes
- Align recommendations with budget cycles and capital project timelines

### **5. Early Deliverables**

- Provide initial recommendations related to:
  - Public art pilot projects
  - Integration opportunities within upcoming park developments
  - Programmatic enhancements within the committee's purview

### **RECOMMENDATION:**

N/A

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

N/A

**REFERENCE:**

Insert CSO# if applicable  
Insert resolution or ordinance change

**FISCAL IMPACT:**

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

**STAFF CONTACT:**

Jen Basham, CPRE  
Director of Parks and Recreation  
[jbasham@burlesontx.com](mailto:jbasham@burlesontx.com)  
817-426-9201

# Public Spaces and Cultural Heritage Board

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PUBLIC SPACES AND CULTURAL HERITAGE BOARD: APRIL 7, 2026

STAFF CONTACT: JEN BASHAM, DIRECTOR OF PARKS AND RECREATION



# Welcome!

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Thank you for volunteering your time and efforts to enhancing our public spaces and cultural heritage through programming and public art



# How the board was formed

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## Public Art Master Plan Adoption:

The plan identified the need for a dedicated advisory body to guide the implementation of a thoughtful, community-driven public art program, ensuring alignment with community values, long-term stewardship, and phased project delivery.

## Review of Existing Boards and Committees:

A broader organizational review evaluated the roles, responsibilities, and overlap of existing boards. This process identified an opportunity to consolidate related focus areas: public art, cultural heritage, cemetery stewardship, and senior-focused programming into a single advisory body to improve clarity, efficiency, and alignment with adopted plans.

# Focus

The Public Spaces & Cultural Heritage Committee serves as an advisory body to City staff and City Council, providing guidance, recommendations, and perspective on key focus areas within public spaces.





# Support

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The committee is intended to support:

Transparent and informed decision-making

Alignment with adopted master plans and policies

Integration of cultural, historical, and artistic elements into public spaces



# Purview

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## **Public Art**

Implementation of the Public Art Master Plan through a phased approach

Review and recommendation of public art opportunities, including temporary and permanent installations

Consideration of partnerships, grants, and artist engagement processes



# Purview

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## **Cultural Heritage & Placemaking**

Support for initiatives that reflect Burleson's identity, history, and community character

Guidance on storytelling elements within parks, trails, and civic spaces



# Purview

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Senior-Focused Programming in Public Spaces

Evaluation of accessibility, inclusivity, and program effectiveness

Identification of opportunities for engagement and connection across generations

# Purview

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## Cemetery Stewardship

Advisory input on preservation, enhancement, and long-range planning

Consideration of respectful interpretation and historical recognition





# Next Steps

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Establish a meeting cadence, location and time

Create and implement an annual work plan

- Review of current programs, public art, and cemetery items
- Implement Phase I of public art priorities

Define workflow for moving projects forward

# FEEDBACK