
Friday, October 25, 2024
10:00 AM

Russell Farm - Baker Building -
405 W. County Road 714
Burleson, TX 76028

1. **CALL TO ORDER**
2. **APPROVE THE MINUTES FROM THE BOREN PROPERTY ADVISORY COUNCIL MEETING**
 - A. Consider approval of the minutes from the June 14, 2024 meeting. (*Staff Contact: Pamela O'Hearn, Customer Service Attendant/Recording Secretary*)
 - B. Consider approval of the minutes from the August 30, 2024 meeting. (*Staff Contact: Pamela O'Hearn, Customer Service Attendant/Recording Secretary*)
3. **CITIZEN APPEARANCES**
4. **REPORTS AND DISCUSSION ITEMS**
 - A. Receive a report regarding programs, events, and maintenance at Russell Farm Art Center. (*Staff Contact: Mary Ann Spaun, Russell Farm Supervisor*)
 - B. Receive a report regarding activities of the Historical Advisory Committee at Russell Farm Art Center. (*Contact: Barbara Black, Historical Advisory Committee Chair*)
 - C. Receive a report regarding activities of the Art Advisory Committee at Russell Farm Art Center. (*Contact: Karen Kaiser, Art Advisory Committee Chair*)
 - D. Consider approval of the repair of the security gate panel at Russell Farm Art Center. (*Contact: Mary Ann Spaun, Russell Farm Supervisor*)
 - E. Consider approval of the addition of a Donation Box at Russell Farm Art Center Boren House porch. (*Contact: Mary Ann Spaun, Russell Farm Supervisor*)
 - F. Consider approval of the addition of a worm bed at Russell Farm Art Center community garden. (*Contact: Mary Ann Spaun, Russell Farm Supervisor*)
 - G. Consider approval of the removal of the front chain link fence at Russell Farm Art Center Boren House. (*Contact: Mary Ann Spaun, Russell Farm Supervisor*)
 - H. Consider approval of the addition of the donated rain barrels at Russell Farm Art Center. (*Contact: Mary Ann Spaun, Russell Farm Supervisor*)
 - I. Consider approval of the removal of the exit fence line at Russell Farm Art Center. (*Contact: Mary Ann Spaun, Russell Farm Supervisor*)
5. **REPORTS AND DISCUSSION ITEMS**

- A. Consider approval of the Russell Farm Art Center maintenance items discussed at the previous meeting. (Contact: Mary Ann Spaun, Russell Farm Supervisor)

6. **COMMUNITY ANNOUNCEMENTS**

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

8. **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 16th of October 2024, by 5:15 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

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Boren Property Advisory Council

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: October 25, 2024

SUBJECT:

Consider approval of the minutes from the June 14, 2024 meeting. (*Staff Contact, Pamela O'Hearn, Customer Service Attendant/Recording Secretary*)

SUMMARY:

RECOMMENDATION:

Approval

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

None

STAFF CONTACT:

Jen Basham
Director
jbasham@burlesontx.com
817-426-9201

Boren Property Advisory Council
June 14, 2024
Minutes

Board Members Present

Charlsa Boren Bentley, Chair
Barbara Black
Tom Sale
W.L. Sanders
Pete McCaskill

Board Members Absent

Staff in Attendance:

Jessica Martinez, Recreation Manager
Mary Ann Spaun, Russell Farm Supervisor
Pamela O'Hearn, Program Instructor/Customer Service Attendant, Recording Secretary

Guests

Cassandra Havas
Karen Kaiser

1. Call to order: 10:00 AM
2. Approve the minutes from the February 9, 2024, meeting.
A motion was made by Tom Sale and Seconded by Barbara Black to approve the minutes as presented.
The motion passed unanimously.
3. Reports and Discussion Items:

A. Receive a report and hold a discussion regarding activities of the Historical Advisory Committee. (Presenter-Barbara Black, Historical Advisory Committee Chair)
Barbara Black gave a report of events since the February 9, 2024, BPAC meeting to present.

A discussion followed.

- **The Following discussion, questions and answers are paraphrased and not direct quotes.**

Barbara Black asked for thoughts on identifying items in the Russell-Boren house so visitors would know what they were looking at. Charlsa Boren Bentley mentioned a handout or audio tour. Mary Ann Spaun asked for 3 items of significance in each room to be identified so that staff members could give tours.

Charlsa Boren Bentley stated that she had taken the pin that Hattie Lace had to a Jeweler in Austin to have it put in a shadowbox with a note from Louise Boren to put into the display.

Question: Who finds docents?

Answer: We have one new docent. We don't have in place a method to recruit docents. We have asked Hill College.

Charlsa Boren Bentley, thoughts, not all docents are on the Historical Committee or Friends of Russell Farm. Charlsa would like to send the Historical Committee and docents along with other key volunteers the monthly Fresh off the Farm newsletter that she creates. Would Charlsa be able to get an email list?

Answer: Yes.

Tom Sale said that he will encourage the Saturday Morning Sketch Group to join the Friends of Russell Farm.

B. Receive a report and hold a discussion regarding the Art Advisory Committee. (Contact: Tom Sale, Art Advisory Committee Chair)

Tom Sale gave a report of events since the February 9, 2024, BPAC meeting to present.

Tom Sale stepped down as Art Advisory Committee Chair. Karen Kaiser agreed to step in as the Art Advisory Committee Chair.

A discussion followed.

- **The Following discussion, questions and answers are paraphrased and not direct quotes.**

Charlsa Boren Bentley spoke about the Use Agreement and Deed.

She said, the use agreement was put in place and the property will never come back to Charlsa or her heirs will never take the property back. Only Charlsa or her heirs would take the property back if the City of Burleson was in violation and did not cure within 120 days. Then the property would be given to Texas Wesleyan University or another institution. The City of Burleson will never sell or develop the property. The City of Burleson can never give it to an individual. The Russell Boren property can only be given to an entity. Charlsa stated that by putting the use agreement in place, they did what they could to protect the property.

There was a question about the next Red Chair Lecture. Answer, it is being arranged for the fall. There will be a Red Chair lecture in the spring and fall.

Charlsa stated that she had a desire to have wood sculptures promoted, classes, shows, anything.

It was stated that Saturday afternoons tend to have better attendance for Red Chair lectures and not part of the First Saturday events.

C. Receive a report and hold a discussion regarding activities at Russell Farm Art Center. (Staff Contact: Mary Ann Spaun, Russell Farm Supervisor)

Mary Ann Spaun gave a report of events and activities since the February 9, 2024, BPAC meeting to present.

A discussion followed.

- **The Following discussion, questions and answers are paraphrased and not direct quotes.**

Goals are to keep the Garage Art Center conversion in the forefront.

In three years will be the 150 - year anniversary and would like to be able to showcase the artists.

Question: Is Russell Farm in the City Master Plan?

Answer: The Art Master Plan Considering Russell Farm. The City of Burleson is bringing in consultants to consider an Art Master Plan. Russell Farm is in the Parks Master Plan.

Dairy Barn – Charlie Boren Gallery was important to Louise Boren. It was important to Louise that people viewed the sculptures.

Access-Challenges, Charlsa would like to see more ways to make it accessible and more visually appealing to enter. Would like to be able to open the double doors to the Charlie Boren Gallery so that more people would go to the Dairy Barn and view the sculptures.

Question: Are stories on the sculptures are available?

Answer: Yes, Louise gave an interview of the items of the Dairy Barn.

Pete McCaskill was asked to write down what he knows of the sculptures, and he agreed to do that. Tom Sale stated that he would like to listen to Pete tell the stories and record it and transcribe.

Question: Is Steve Ross coming back?

Answer: Steve Ross was asked about doing a September workshop and haven't heard back. Will contact again about next spring.

4. Adjourn

There being no further business, Chairperson Charlsa Boren Bentley adjourned the meeting.

Time: 11:25 AM.

Pamela O'Hearn

Program Instructor/Customer Service Attendant, Recording Secretary

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: October 25, 2024

SUBJECT:

Consider approval of the minutes from the August 30, 2024 meeting. (*Staff Contact, Pamela O'Hearn, Customer Service Attendant/Recording Secretary*)

SUMMARY:

RECOMMENDATION:

Approval

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

None

STAFF CONTACT:

Jen Basham
Director
jbasham@burlesontx.com
817-426-9201

Boren Property Advisory Council
Special Called Meeting Minutes
August 30, 2024
11:30 AM

Roll Call

Board Members

In attendance:

Charlsa Boren Bentley, Chair
 Barbara Black
 Pete McCaskill
 Karen Kaiser

Absent:

WL Sanders

Others in Attendance

Mary Ann Spaun, Russell Farm Supervisor
 Allison Smith, Deputy Director of Burleson Parks and Rec
 Jen Basham, Director of Burleson Parks and Rec
 Nancy Hogg, Russell Farm Attendant/Recording Secretary
 Tom Sale
 Cassie Havas

1. Call to Order: 11:34 AM

2. Minutes Approval: Not addressed at this meeting due to being a special called meeting.

3. Reports and Discussion Items:

- A. Receive a report, hold a discussion, and consider remodeling Chesapeake Building at Russell Farm to install and upgrade electrical service and HVAC: add insulation and new French doors; add restroom access; add storage and workplace areas.

Mary Ann Spaun, Russell Farm Supervisor presented a summary of adding electrical service, upgrading the HVAC with necessary addition of insulation to the building, and the closure of the large south sliding door opening with French doors, possibly opening out to a deck area. She explained the addition of a second door into the restroom to allow access from either half of the building, built-in storage cabinets w/ countertops on the west side of the building for art supplies.

Karen Kaiser moved to remodel Chesapeake Building at Russell Farm to install and upgrade electrical service and HVAC: add insulation and new French doors; add restroom access; add cabinet storage and countertops for workplace areas. Pete McCaskill seconded. Motion PASSED unanimously.

- B. Receive a report, hold a discussion, and consider roof and flooring repair at Russell-Boren historical house.

Mary Ann Spaun, Russell Farm Supervisor reported that the AC had a plugged drain and the AC drip pan ran over w/ water causing damage to the laundry room subflooring; a roof leak was caused by missing screws, 'boots' needing repair which caused mold in the master bedroom closet. Estimates for repair are ongoing. A float in the drain pan or a wifi sensor for moisture were suggested by the board.

Barbara Black moved to approve roof and flooring repairs at the Russell-Boren historical house. Pete McCaskill second. PASSED unanimously.

- C. Receive a report, hold a discussion, and consider Sensory Garden improvement at Russell Farm.

Mary Ann Spaun, Russell Farm Supervisor explained the function and value of a sensory garden including plants, fountains, windchimes, birdhouses and other sensory items.

Karen Kaiser moved to approve a Sensory Garden improvement to Russell Farm. Pete McCaskill second. PASSED unanimously.

- D. Receive a report, hold a discussion, and consider repair of Dairy Barn toilet and bathroom floors.

Mary Ann Spaun, Russell Farm Supervisor explained that the indoor/outdoor carpeting was the flooring in the Dairy Barn bathroom. It was bad and was pulled up some time ago. There is only rubber matting and cement floor showing now. It is recommended to repair the toilet and put down new flooring.

Barbara Black moved to repair the toilet and repair the bathroom flooring in the Dairy Barn. Pete McCaskill second. PASSED unanimously.

- E. Receive a report, hold a discussion, and consider upgrading office restroom fixtures and paint walls.

Mary Ann Spaun, Russell Farm Supervisor explained a donation of two ADA toilets and bathroom vanity cabinets has been offered to the farm. The ADA toilets would benefit staff and volunteers in the office bathroom. Pete McCaskill second. PASSED unanimously.

- F. Receive a report, hold a discussion, and consider replacing toilet and sink in Hay Baran restroom.

Mary Ann Spaun, Russell Farm Supervisor explained that the second toilet and vanity mentioned in 3E would replace the short toilet and the stand alone sink in the Hay Barn to provide storage of cleaning supplies.

Karen Kaiser moved to replace toilet and sink in Hay Barn with ADA toilet and vanity. Pete McCaskill second. PASSED unanimously.

- G. Receive a report, hold a discussion, and consider repairs and improvements to the Community Garden.

Mary Ann Spaun, Russell Farm Supervisor explained that many of the garden plots have rotting wood/sides on them and other repairs are needed.

Barbara Black moved to make repairs and improvements to Community Garden. Pete McCaskill second. PASSED unanimously.

- H. Receive a report, hold a discussion, and consider establishing approval thresholds to allow automatic approval of certain actions regarding necessary (1) repairs and (2) remodels.
- (1) Barbara Black moved to establish an approval threshold in line with the city's purchasing policy for necessary repairs, the cost of which are in line with the city's purchasing policy, which would be automatically approved without further BPAC action. This applies only to actions allowable under the Russell Farm Use Agreement and does not apply to new structures or new improvements. Any actions taken pursuant to this provision must be reported to the BPAC chairperson withing 7 calendar days. Pete McCaskill second. PASSED unanimously.
- (2) Karen Kaiser moved to table the motion to establish an approval threshold in line with the city's purchasing policy for remodels, the cost of which are in line with the city's purchasing policy, which would be automatically approved without further BPAC action. This applies only to actions allowable under the Russell Farm Use Agreement and does not apply to new structures or new improvements. Any actions taken pursuant to this provision must be reported to the BPAC chairperson withing 7 calendar days. Pete McCaskill second. PASSED unanimously.

4. **Community Announcements:** None.

5. **Board requests for Future Agenda Items or Reports:**

- A. Upgrade main gate security panel
B. Add worm farm to Community Garden.

6. **Adjourn: 12:44** Karen Kaiser moved, Pete McCaskill Second to adjourn.

Respectfully Submitted,

Nancy Hogg, Recording Secretary

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation
FROM: Mary Ann Spaun, Russell Farm Supervisor
MEETING: October 25, 2024

SUBJECT:

Receive a report regarding programs, events, and maintenance at Russell Farm Art Center. (*Staff Contact: Mary Ann Spaun, Russell Farm Supervisor*)

SUMMARY:

Russell Farm Art Center is dedicated to the development and support of the visual arts, cultural awareness and the preservation of the historic lands. In addition, the farm offers many learning opportunities and hosts city-wide community events.

Youth Programming Update:

- June – August 2024

Adult Programming Update:

- June – August 2024

Special Event Update:

- May – July 2024

Maintenance Updates

RECOMMENDATION:

There is no action required; this item is informational only and for general discussion.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

Supervisor BPAC Report
October 25, 2024
Submitted by Mary Ann Spaun, Russell Farm Supervisor

June 2024 Youth Programming

Program Name: Field Trip - BRICK

Program Date: June 4th, 2024 (Ages 6-12)

Program Recap: Rotation stations included Guided Nature Hike, Hayride, Community Gardens, Donkeys, and Pioneer Museum.

Program Name: Children's Place Day Care field trip experience, 29 participants

Program Date: June 11, 2024 (Ages 5-12)

Program Recap: Rotation stations included Guided Nature Hike, Hayride, Community Gardens, Donkeys, and Pioneer Museum.

Program Name: Fun on the Farm Camp, 17 participants

Program Date: June 5,6,7 17, 2024 (Ages 6-12)

Program Recap: Campers, enjoyed hands-on experience with Guided Nature Hike with plant identification, Gardening, Culinary Art, Donkeys, and Pioneer Museum.

Program Name: Fun on the Farm Camp, 22 participants

Program Date: June 27, 28, 2024 (Ages 4-5)

Program Recap: Children enjoyed hands-on experience with Guided Nature Hike with plant identification, Gardening, Culinary Art, Donkeys, and Pioneer Museum.

Program Name: Horse Camp, 12 participants

Program Date: June 18, 19, 2024 (Ages 7-18)

Program Recap: Children enjoyed learning handling techniques, grooming, and riding skills.

Program Name: Horse Camp. 10 participants

Program Date: June 20, 21, 2024 (Ages 7-18)

Program Recap: Children enjoyed learning handling techniques, grooming, and riding skills.

Program Name: Art Camp by Kid Create Art Studio, 14 participants

Program Date: June 25, 26, 27, 28, 2024

Program Recap: Theme the "How To's of Drawing"

Program Name: Art Camp with Misty Gifford, 11 participants

Program Date: June 25,26,27,28, 2024 (Ages 5-14)

Program Recap: Campers engaged in 1-2 projects daily, utilizing various art mediums and techniques

July 2024**Program Name: Art Camp by Kid Create Art Studio, 11 participants**

Program Date: July 9, 10,11,12, 2024 Ages (5-12)

Program Recap: "Modern Masters of Clay"

Program Name: Art Camp with Misty Gifford, 20 participants

Program Date: July 9,10,11,12, 2024 (Ages 5-12)

Program Recap: Campers engaged in 1-2 projects daily, utilizing various art mediums and techniques.

Program Name: STEAM Camp

Program Dates: July 16, 17, 2024 (Ages 6-12) **12 participants**

Program Dates: July 30. 31, 2024 (Ages 8-11) **13 participants**

Program Recap: Children enjoyed learning science, technology, engineering, and mathematics while having fun at camp!

August 2024

Program Name: Art Camp with Kid Create Art Studio, 31 participants

Program Date: August 1-2, 2024 Ages (5-15)

Program Recap: Theme "Slimetastic Art"

Program Name: Endless Summer Camp, 12 participants

Program Date: August 6,7,8,9, 2024

Program Recap: This camp offered hands-on experience with culinary arts, crafts, nature hikes, and donkeys. 12 campers attended.

Adult Classes**Program Name: Marinara Sauce Canning Class, 18 participants**

Program Date: Saturday, June 15, 2024

Program Name: Peach Pie Filling, 18 participants

Program Date: Saturday, July 20, 2024

Program Name: Habanero Carrot Butter, 15 participants

Program Date: Saturday, August 17, 2024

Program Name: Onion Balsamic Jam, 10 participants

Program Date: Saturday, September 21, 2024

Program Recap: Monthly Canning classes cover safety techniques of the canning process; each participant gets a copy of the recipe and a jar of the item they canned. The class offers an opportunity to meet new friends and work together as a team. It is provided 9:00 – 12:00 pm once a month.

Program Name: Adult Art Camp, 17 participants

Program Date: July 7, 2024

Program Recap: The day included five, one-hour projects, each taught by a different local artist, with lunch provided.

Program Name: Monthly Art Classes taught by Karen Kaiser

Program Dates: June 15th, July 13th, August 31st, September 14th

Program Recap: Themes – “Mandalas” “Color Wheel Cactus” “Sea Turtles” and “Gem Stones”. Fall into Art Series began on September 14th. All supplies are included.

Special Events

Event: Watermelon Day at the Farm, 300 attendees

Event Date: July 19, 2024

Event Recap: July is Parks and Recreation Month, we offer free watermelon, sprinklers for children to cool off, and arts and crafts.

Partnered Event: Big Time Bubbles for the Library, 194 attendees

Event Date: June 28, 2024

Event Recap: Unlimited foam and bubbles were released in the farm's pasture. Children could run and play in the bubbles.

Partnered Event: International Mud Day, 135 attendees

Event Date: June 29, 2024

Event Recap: Several stations with play pools filled with mud and toys for children to play in. Parents participated along with the children.

Partnered Event: Burleson Chamber Business over Breakfast, 60 attendees

Event Dates: May 30th, June 27th, July 25th, 2024

Event Recap: The Brick usually hosts these events however due to Summer Camps the Brick is not available. The farm gets exposure by hosting these breakfast events each summer.

Old Business Updates

- Status of unsafe structure – 3-sided sheep shed
- Steve Ross – Return for a multi-day workshop
- Parks & Recreation Master Plan update
- Information cards for three items in the Russell Boren Home to assist with tours
- Pete McCaskill interview with Tom Sale to share history of the sculptures in the Dairy Barn
- Dairy Barn access and future gallery expansion to accommodate additional Charlie Boren art pieces
- Excel file for Charlie Boren's artwork sales and purchases (update from Charlsa)
- Maintenance record keeping is being done
- Use Agreement – possible changes suggested by the City
- QR Codes at Russell Farm
- Russell Farm Master Strategic Plan status
- Process for tracking donations & issuing donation receipts
- 150th Anniversary planning
- Widening of CR 714 update
- Security improvements for entrance & exit
- Arborist report
- On-site signage & maps
- Victrola Repair update
- Garage conversion update

- Promotion opportunities for Russell Farm (Local Life publication, weekly newsletters, etc.)
- Russell Farm website to make user-friendly and accessible to non-Burleson residents

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation
FROM: Mary Ann Spaun, Russell Farm Supervisor
MEETING: October 25, 2024

SUBJECT:

Receive a report regarding activities of the Historical Advisory Committee at Russell Farm Art Center. (*Contact: Barbara Black, Historical Advisory Committee Chair*)

SUMMARY:

The Historical Advisory Committee is a team working together to assist in efforts that help preserve the history of Russell Farm Art Center. These efforts include assisting with community events, historical tours, and Russell Farm activities.

RECOMMENDATION:

There is no action required; this item is informational only and for general discussion.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

Historical Advisory Committee BPAC Report
October 25, 2024
Submitted by Barbara Black, Historical Advisory Committee Chair

Russell-Boren Home exhibit signs were discussed at the June BPAC meeting are nearing completion. The signs are for identification of three objects in each room of the home. The sign will have a number and information about an object and placed near the door of each room. The numbered exhibit card will be placed on or near each exhibit to match information on the sign.

Research was done by the Historical Advisory Committee during June, July and August. The research came from the 2019 script for tours of the Russell Boren Home. The script had been edited by Louise Boren and Charlsa Bentley Boren for additions or corrections. Also, additional research was from a variety of sources. Guidelines for museums have been followed for the number of words and font to be used for the information.

Extended tours of the Russell-Boren Home were also discussed at the June meeting of the Historical Advisory Committee. The extended hours are to provide more opportunities for the community to tour the home. The tours will be by appointment only Tuesday, Wednesday, Thursday, and Friday from 9:00 AM -3:00 PM. Russell Farm staff will conduct the tours with help from docents as needed. The exhibit signs are to assist with the tours.

Comparison of cost, purchase order approval, advertisement and Historical Advisory Committee members available for the placement of signs/labels will determine when the extended hours for tours will begin. The Historical Advisory Committee would like to have the extended touring schedule start in January.

Guests touring the Russell-Boren Home increased during the latter part of June. The First Saturday in June was zero. Private tours brought fifty-six guests later in the month. During July and August each month had four guests. Guests touring during September was zero. October brought the greatest increase due to the Fall Festival with one hundred guests.

Members of the Historical Advisory Committee have worked diligently to prepare for the proposed extended hours of operation to increase the foot traffic for the Russell Boren Home. Opportunities to promote Russell Farm and the Russell Boren Home are goals of the Historical Advisory Committee. Thank you for the opportunity to be of service as a Historical Advisory Committee member.

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation
FROM: Mary Ann Spaun, Russell Farm Supervisor
MEETING: October 25, 2024

SUBJECT:

Receive a report regarding activities of the Art Advisory Committee at Russell Farm Art Center. (*Contact: Karen Kaiser, Art Advisory Committee Chair*)

SUMMARY:

The Art Advisory Committee is a team working together to assist in efforts that help preserve the art of Russell Farm Art Center. These efforts are not limited to but include assisting with community events, programs, and art receptions.

RECOMMENDATION:

There is no action required; this item is informational only and for general discussion.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

Art Committee Advisory Report
October 25, 2024
Submitted by Karen Kaiser, Art Advisory Committee Chair
Covering June to September, 2024

Children's Arts and Crafts Programming

New vendors joined the farm, offering multi-day children's summer camp. "Summer Art Camp with Ms. Gifford" was offered in June and July. Each camp covered 4 days and targeted various age groups. In addition, Kid Create began by offering "How To's of Drawing" summer camp in June, followed by "Modern Masters of Clay" in July and "Slimetastic Art" in August. Kid Create also offered homeschool classes in September. Crafts were also offered as a part of the "Fun on the Farm Camp" in June and "Endless Summer Camp in August."

Adult and Teen Art Programming

Saturday Sketch Group met each week at the Farm from 9AM to noon. We were able to work with city marketing staff to feature each week's theme in our social media advertising. We continue to see new artists attending as the creative themes, friends, and farm atmosphere draw interest. Participants each week ranged from a low of three to a high of fifteen artists of all kinds, with generally six to eight artists in attendance each week.

In July, we offered our second-ever "Adult Art Camp." Karen Kaiser and Tom Sale coordinated the event. The twenty-four participants ranged from teens to seniors, hailing from several towns in the region and one flying in from out of state to attend. The day included five, one-hour art projects, each taught by a different local artist, with lunch provided. Several campers have since joined sketch group and other farm activities.

Karen Kaiser also continued her monthly art classes. "Mandalas" watercolor in June had 22 students. In July and August, "Color Wheel Cactus," "Sea Turtles," and "Gemstones" watercolor classes met with twelve, eleven, and six students, respectively. Her "Fall into Art" series began with "Whimsical Owl" in September with four students.

Art Advisory Board Planning and Oversight

Art Advisory members continued to meet regularly to plan events and coordinate with farm staff. A second storage cabinet was added in the Chesapeake. We have received a number of donations over the summer from the public which have been worked into these cabinets for use in sketch group, art classes, and kids' crafts. We did receive a number of concerns regarding the

heat and have met with farm staff to express those concerns and try to work towards a solution as participants suggested the heat factors into their decision to enroll.

We continue to look forward to the addition of dedicated art space at the farm. In July, progress was made on that front as some of the funds raised from past events coordinated by Tom Sale were utilized to prepare the garage for assessment for its potential for upgrade. Workers removed the wooden loft and stairs, as well as the greenhouse lean-to. In addition, a great deal of volunteer work was undertaken to remove the items that were stored in the garage.

Finally, in September, several items were in the planning stage. Tom Sale is working on our next Red Chair Lecture in October featuring Tim Brys as he discusses the making of “Wylie Finds a Dinosaur.” Karen Kaiser is also working to plan the next fall art class, “Beastly Eyes,” and working with staff to put together the kids’ craft projects for October’s Fall Fest. In addition, plans to utilize the Baker Building Art Gallery to feature works of art from sketch group members are underway.

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation
FROM: Mary Ann Spaun, Russell Farm Supervisor
MEETING: October 25, 2024

SUBJECT:

Consider approval of the repair of the security gate panel at Russell Farm Art Center. *(Contact: Mary Ann Spaun, Russell Farm Supervisor)*

SUMMARY:

The security gate panel at the entrance of Russell Farm is currently broken and needs repair.

RECOMMENDATION:

Staff recommends approving as presented.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

BPAC: Security Panel
October 25, 2024

General Action Item: Security Panel

- Upgrade the security panel of the entrance gate
 - Seek quotes and check budget
 - Obtain a Purchase Order for this repair
 - Work to be completed by November 1, 2024

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation
FROM: Mary Ann Spaun, Russell Farm Supervisor
MEETING: October 25, 2024

SUBJECT:

Consider approval of the addition of a Donation Box at Russell Farm Art Center Boren House porch. (*Contact: Mary Ann Spaun, Russell Farm Supervisor*)

SUMMARY:

We would like to add a donation box to the Russell Boren home porch.

RECOMMENDATION:

Staff recommends approving as presented.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

BPAC: Donation Box
October 25, 2024

General Action Item: Donation Box

- We would like to add a donation box to the Russell Boren home porch.
 - Create a process for checking the donation box
 - Purchase donation box
 - Install donation box

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation
FROM: Mary Ann Spaun, Russell Farm Supervisor
MEETING: October 25, 2024

SUBJECT:

Consider approval of the addition of a worm bed at Russell Farm Art Center community garden. (*Contact: Mary Ann Spaun, Russell Farm Supervisor*)

SUMMARY:

We would like to add a worm bed to the community garden.

RECOMMENDATION:

Staff recommends approving as presented.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

BPAC: Worm Bed
October 25, 2024

General Action Item: Worm Bed

- We would like to add a worm bed to the Community Garden
 - To be completed in January 2025

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation
FROM: Mary Ann Spaun, Russell Farm Supervisor
MEETING: October 25, 2024

SUBJECT:

Consider approval of the removal of the front chain link fence at Russell Farm Art Center Boren House. *(Contact: Mary Ann Spaun, Russell Farm Supervisor)*

SUMMARY:

We are requesting approval to remove the front section of the Boren House chain link fence in order to create a welcoming atmosphere on the front porch of the house. Our recommendation would be to maintain the fence on the side and backyard of the house.

RECOMMENDATION:

Staff recommends approving as presented.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

**BPAC: Chain Link Fence
October 25, 2024**

General Action Item: Chain Link Fence

- Requesting approval to remove the front section of the Boren House chain link fence in order to create a welcoming atmosphere on the front porch of the house. Our recommendation would be to maintain the fence on the side and backyard of the house.

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation
FROM: Mary Ann Spaun, Russell Farm Supervisor
MEETING: October 25, 2024

SUBJECT:

Consider approval of the addition of the donated rain barrels at Russell Farm Art Center. *(Contact: Mary Ann Spaun, Russell Farm Supervisor)*

SUMMARY:

We would like to accept a donation of rain barrels for water conservation. Rain barrels would help collect water to be used at the farm.

RECOMMENDATION:

Staff recommends approving as presented.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

BPAC: Rain Barrels
October 25, 2024

General Action Item: Rain Barrels

- We would like to accept a donation of rain barrels for water conservation. Rain barrels would help collect water to be used at the farm.

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation
FROM: Mary Ann Spaun, Russell Farm Supervisor
MEETING: October 25, 2024

SUBJECT:

Consider approval of the removal of the exit fence line at Russell Farm Art Center. *(Contact: Mary Ann Spaun, Russell Farm Supervisor)*

SUMMARY:

We are requesting the removal of the fencing that leads down the driveway to the exit. Currently, there is one small opening to exit when this area is utilized for parking. The removal of this fence will allow visitors to exit more easily after a special event.

RECOMMENDATION:

Staff recommends approving as presented.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

BPAC: Exit Fence Line
October 25, 2024

General Action Item: Exit Fence Line

- We are requesting the removal of the fencing that leads down the driveway to the exit. Currently there is one small opening to exit when this area is utilized for parking. The removal of this fence will allow visitors to exit more easily after a special event.

Boren Property Advisory Council

DEPARTMENT: Parks and Recreation
FROM: Mary Ann Spaun, Russell Farm Supervisor
MEETING: October 25, 2024

SUBJECT:

Consider approval of the Russell Farm Art Center maintenance items discussed at the previous meeting. (*Contact: Mary Ann Spaun, Russell Farm Supervisor*)

SUMMARY:

The maintenance items below need approval from the committee.

- The addition of the Sensory Garden
- Dairy Barn toilet and flooring repair
- Office restroom fixtures and paint repair
- Chesapeake Building improvements status HVAC, foam insulation, electrical, doors, restroom, and storage cabinets
- Hay Barn toilet and sink replacement
- Community Garden repairs and improvements
- Russell Boren home repairs flooring, roof, plumbing, and HVAC unit
- Establish approval thresholds to allow automatic approval of certain actions regarding remodels and improvements
- Split rail fence repair/replacement (in front of Chesapeake continuing around behind the south side of the Baker Building)

RECOMMENDATION:

Staff recommends approving as presented.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

BPAC: Maintenance Items October 25, 2024

General Action Items

Old Business:

These items were discussed at the previous BPAC meeting, we are seeking formal approval from the committee for the items listed below.

- The addition of the Sensory Garden
- Dairy Barn toilet and flooring repair
- Office restroom fixtures and paint repair
- Chesapeake Building improvements status HVAC, foam insulation, electrical, doors, restroom, and storage cabinets
- Hay Barn toilet and sink replacement
- Community Garden repairs and improvements
- Russell Boren home repairs flooring, roof, plumbing, and HVAC unit
- Establish approval thresholds to allow automatic approval of certain actions regarding remodels and improvements
- Split rail fence repair/replacement (in front of Chesapeake continuing around behind the south side of the Baker Building)