



**AGENDA
PUBLIC ARTS & CULTURE COMMISSION MEETING
CITY OF LEANDER, TEXAS**

Leander Activity Center
11880 Hero Way West, Suite 600 - Leander, Texas
Wednesday, January 8, 2025
Regular Meeting at 6:00 PM



Place 1 – Mical Roy
Place 2 – Keysha Bradford
Place 3 – Nekosi Nelson
Place 4 – Anna Yelaun
Place 5 – Reddy Yeduru

Place 6 – Sammy Panzarino - Chair
Place 7 – Steve Kuwitzky - Vice-Chair
Place 8 – Vacant
Place 9 – Naruby Bollom
Council Liaison – Na'Cole Thompson
Staff Liaison – Greg Olmer

REGULAR MEETING

1. Open Meeting.
2. Roll Call.

CONSENT AGENDA: ACTION

3. Approval of the minutes for meeting held on November 13, 2024.

REGULAR AGENDA

4. Review of Board Reference Book including Rules of Procedure adopted by the City Council.
5. Discuss and consider action on appointing subcommittee members.
6. Discuss and consider action on the design and installation of a staircase structure at Devine Lake.
7. Discuss and consider action on upcoming Special Event: MLK Day March and Celebration.
8. Future Agenda Items [Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.]
9. Closing Statements.
10. Adjournment

CERTIFICATION

The City of Leander is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the Public Arts and Culture Commission of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 3rd day of January 2025 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

Greg Olmer, Parks and Recreation Assistant Director



EXECUTIVE SUMMARY
1/8/2025

AGENDA SUBJECT:

Approval of the minutes for meeting held on November 13, 2024.

BACKGROUND:

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. November 2024 LPACC Minutes



**MINUTES
PUBLIC ART AND CULTURE COMMISSION
CITY OF LEANDER, TEXAS**

Leander Activity Center
11880 Hero Way West, Ste. 600



November 13, 2024

Place 1 – Mical Roy	Place 7 – Steve Kuwitzky-Vice Chair
Place 2 – Keysha Bradford	Place 8 – Vacant
Place 3 – Nekosi Nelson	Place 9 – Naruby Bollom
Place 4 – Anna Yelaun	Staff Liaison – Greg Olmer
Place 5 – Reddy Yeduru	Council Liaison – Na’Cole Thompson
Place 6 – Sammy Panzarino-Chair	

1. Call to Order at 6:02 pm
2. Roll Call reflected all present.
3. Public Comments – None.
4. Motion by Commissioner Kuwitzky and Commissioner Nelson seconded to approve the minutes for the meeting held on Sept 11, 2024. The motion passed unanimously.
5. City Council Liaison Update included Veteran’s Day Event and attendees. Old Town Christmas Festival plans for LPACC. MLK update and Traffic Update for Raider Way.
6. Staff Liaison Updates included on-line donations; budget closeout not available due to Fiscal year closeout. Business cards were handed out to Commissioners for distribution about Master Plan Survey website, update on editing the Vision Statement for the Master Plan. Dec.11th was decided on for attending Holiday Dinner, instead of regularly held meeting.
7. Subcommittee Updates included the Bill Pickett Sculpture project: feedback from artists on budget being too low at \$50,000. Recommendation around \$150,000 for scale of project. Harriett Tubman Sculpture update: look at sponsorships to help offset costs. Sculpture with Devine Lake progress: Approved by Council and contract signed. Project timelines will be discussed at future meetings. Frog Sculpture will be placed at Devine Lake. Master Plan update provided by Bollom, updates on interviews between consultant and stakeholders. Consultant will start next process of plan to propose recommendations. Need an updated Master Plan ‘Vision Statement’. ‘Leander is a suburb with soul’ was changed to ‘Leander is a suburb with heart, where abundant, easily accessible arts and culture experiences enrich residents lives and makes the City an ideal place to call home’. MLK subcommittee update: Sponsors are committing funds, similar to last year amounts. Detailed the performers and speakers for the event. ‘Marching towards a better tomorrow’ is the theme this year. Day of Service-Food Bank Donations.
8. Regular Agenda:

8. Appointment of a Chair and Vice Chair for the LPACC. Motion by Kuwitzky for Sammy Panzarino to be Chair. Seconded by Bradford. Vote was unanimous. Vice Chair: Motion by Yelaun for Steve Kuwitzky, seconded by Yeduru, vote was unanimous for approval.

9. Discuss and consider action on appointing subcommittee members: Commissioners reviewed current subcommittees and possible revisions and amendments to committee categories. Decision on appointments to be made at upcoming meeting in Jan. 2025. Motion by Panzarino to table, seconded by Yeduru. Vote was unanimous for approval.

10. Presentation was had by Chair Panzarino about City policies regarding commissioner etiquette and decorum. A handout was in the packet for commissioners to review, provided by the City Secretary office.

11. Discuss and consider action on participation in the Old Town Christmas Parade. Discussion took place and a decision was made to participate only in the afternoon events to hand out survey cards for Master Plan Survey. Motion by Panzarino and seconded by Roy to allocate \$500 in funding for LPACC polo/shirts for event. Vote was unanimous for approval.

12. Discuss after action on Art Fest 2024: Areas of focus for next year, is a better process to register vendors and accept payments. The event overall was a resounding success and great networking going forward and another successful Art Fest 2025.

9. Future Agenda Items: Devine Lake Stair Project and LPACC subcommittee appointments.

10. Adjourned at 7:37 pm

CHAIR SIGNATURE

SECRETARY SIGNATURE



EXECUTIVE SUMMARY
1/8/2025

AGENDA SUBJECT:

Review of Board Reference Book including Rules of Procedure adopted by the City Council.

BACKGROUND:

Per the Rules of Procedure for all Boards, Commissions and Committees as amended by the City Council on December 15, 2022, an annual review of the Rules of Procedure is to be conducted following annual board appointments in October. This agenda item will satisfy the requirement.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. Board and Commission Rules of Procedure 12.15.2022

CITY OF LEANDER, TEXAS
BOARD AND COMMISSION RULES OF PROCEDURE

The City Council hereby adopts the following Rules of Procedure.

A. GENERAL GUIDELINES

- 1) Treat everyone with respect. No personal attacks on City Council, Staff or each other.
- 2) Address the present issue and let each item stand on its own.
- 3) Be brief and concise. Focus comments for item under consideration.
- 4) Support the validity and integrity of the process even when you disagree with the outcome.
- 5) Listen before judging or taking action. Do not pre-judge the motives of your fellow Boardmembers.
- 6) Wait for recognition from the Chair before speaking.
- 7) Agree to disagree. No need to over-talk an issue.
- 8) Be clear on directions, follow plans, and support City policies.

B. AGENDAS

- 1) Preparation of the Agenda. The staff liaison share prepare the agenda for the Chair's review and approval.
- 2) Boardmember Requested Agenda Items.
 - a. A Boardmember that wishes to place an item on an agenda must submit the agenda item and the background material described in subsection (b) below to the Staff Liaison by 5:00 p.m. on the Wednesday prior to the posting of the meeting agenda. A Boardmember may submit no more than two (2) agenda items per meeting. All items submitted by the deadline will appear on the agenda for the meeting unless the Boardmember agrees to delay the agenda item to a later meeting. Items that are submitted after the deadline or that do not include the required background material will not appear on the agenda.
 - b. The Boardmember shall provide the Staff Liaison with materials providing background information on the agenda item that consists of, at a minimum, a written explanation about the purpose of the agenda item and any additional relevant information or documents. The Staff Liaison will prepare the Executive Summary based on the Boardmember's written explanation.
 - c. Boardmember requested items will be placed at the end of the agenda.

C. CONDUCTING THE MEETING

- 1) Presiding Officer. The Chair and Vice Chair shall be elected at the first meeting following annual appointments. The Chair shall serve only one year per their term appointment.
- 2) General Conduct. Boardmembers shall show respect and courtesy to, and refrain from making disparaging comments about, fellow Boardmembers, the public, City Council and City staff in the conduct of a board meeting, outside of board meetings, in social settings, and on social media.
- 3) Consideration of Agenda Items.
 - a. Councilmembers shall confine their discussions concerning a motion or a question to the merits of a motion made and seconded or to a question already presented to them.
 - b. When an item is raised for discussion, the Chair will ask for input from each member of the Boardmember. Each Boardmember will be given an opportunity to speak before a Boardmember who has spoken may speak again.
 - c. Previously discussed agenda items shall not be re-discussed to accommodate boardmembers who did not participate due to absence or late arrival.
- 4) Adjournment (excludes Planning & Zoning Commission). After 2 hours, if more than two items remain on the agenda, the Boardmembers may vote on the question of adjourning the meeting and postponing the remaining items. If three-fourths of Boardmembers present and voting at the meeting (but no less than four) vote to postpone the items and adjourn the meeting, then the remaining items will be posted on the next regular board. Such agenda items shall be the first items listed under the regular agenda.

D. INTERACTION WITH CITY STAFF

- 1) Boardmember Request for Information. The Board and/or Boardmember may ask for information from City Staff by making the request to the Staff Liaison. Written materials or written responses to questions or requests for information shall be provided to the entire Board. Boardmembers are prohibited from contacting City Staff directly.

E. MISCELLANEOUS

- 1) Email and Electronic Devices. Planning & Zoning Commission members to the greatest extent possible will use city-issued email accounts and city issued electronic devices to conduct City business.
- 2) Personal Business. Personal business and/or non-profit work must be separate from the city.

F. COUNCIL LIAISON ROLES AND RESPONSIBILITIES

The City Council adopted on December 1, 2022, the following guidelines for Council Liaison members on City appointed Boards, Commissions, and Committees (Boards).

- **Definition.** The Council Liaison acts as spokesperson on behalf of the Council when so directed by the Council as a body.
- **Purpose.** The role of the Council Liaison is to facilitate communication from the Council to the Board by providing information about Council actions and related discussions.
- **Appointments.** No Council member is required to serve as Council Liaison to a Board. Council Liaison appointments will be conducted annually in October at the same meeting during which annual Board appointments are made. Councilmembers desiring to serve as Council Liaison to multiple Boards will be considered for appointment to one Board and then may be considered for additional appointments once other Council members have an opportunity to serve.
- **Attendance.** Attendance by Council Liaisons at Board meetings is not required and is not counted for the purposes of establishing and maintaining Board quorum. However, attendance at all or most Board meetings is encouraged. Frequency of attendance may be determined by each Council Liaison.
- **Participation.** Council Liaisons do not have voting or agenda setting privileges on the Board. Although Council Liaisons may participate in Board discussion, they should not advocate positions before the Board, nor should they attempt to influence Board decisions.

These guidelines apply when a Council member is acting as liaison to a City appointed Board. It does not apply when the Council member is appointed to a Board of non-city bodies where the Council member serves as a representative of the City.



EXECUTIVE SUMMARY
1/8/2025

AGENDA SUBJECT:

Discuss and consider action on appointing subcommittee members.

BACKGROUND:

Due to adding new commission members and the need to fill vacancies of existing subcommittees, a discussion and recommendations will be made for subcommittee appointments.

HISTORY/TIMELINE:

This item has been discussed in prior meeting agendas but has been tabled to the Jan. 2025 meeting.

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. LPACC Subcommittees Nov. 2024
2. LPACC 2025 Subcommittees and Projects

Subcommittee	Responsibilities	Lead (Subcommittee Members)
Admin	Communications, Volunteer database, Community requests, General Admin	VACANT (Naruby, Steve)
Public Arts & Culture Master Plan	Develop a 5-year Public Arts and Culture master plan by securing city support and funding to hire a consultant. Work closely with consultant to engage the community, collect voice of the customer, and develop a thorough and updated public arts and master plan for Leander.	Naruby (Sammy)
Communications	Develop Newsletter/Social Media information for public engagement.	Mikal (Reddy)
Obtain funding for Public Arts & Culture	a) Seek dedicated annual funding of \$25,000 for cultural events through the City of Leander general fund. b) Identify, explore, process and obtain funding through grants, foundations and corporate sponsorship.	Mike (Naruby, Reddy)
Collection Management Process	a) Catalog and photograph art works b) Develop a website to communicate collection to the community. c) Establish and maintain social media accounts to increase awareness of art in Leander.	Steve (George Q-volunteer)

	d) Define the process on how art pieces will be cleaned, restored and repaired.	
San Gabriel Bill Picket Relief		Steve (Sammy)
Library Art Project		Sammy (Naruby, Keysha)
Sell Pavers and benches		'Tabled'
Booth events	Coordinate with LPACC members to ensure we fulfill our commitment to attend Old Town Holiday Festival, Fall Festival and Blue Grass Festival	(Steve, Reddy)
MLK		Keysha (VACANT)
Juneteenth		VACANT(Keysha)
Art Fest		(Sammy, Naruby)

LPACC 2025 Subcommittees and Projects:

Subcommittee	Responsibilities	LPACC Members
Admin	Communication, Social Media, Getting Volunteers/Database, Organizing Community Requests	
Master Plan	Developing Masterplan	Naruby
Obtain Funding	Fundraising, Explore ways to obtain funding via grants, donations, etc.	
Public Art Displays Project	Primarily Library but also other public spaces. Organize logistics for borrowing and displaying art in public spaces such as library walls. Preferably art from local artists and school art programs	Reddy, Sammy
Booth Events	Organize volunteers (with help of volunteer subcommittee) and arrange LPACC presence at City Events	
Divine Lake Frog Sculpture	In Progress. Oversee installation of the sculpture. Arrange press and publicity. Possibly arrange “unveiling” event in the Spring/Summer.	Sammy
Lakewood Park Sculpture Lease	In Progress. Oversee installation of the sculpture. Arrange press and publicity. Possibly arrange “unveiling” event in the Spring/Summer.	Sammy
MLK Event	In Progress.	Keysha
Juneteenth Event		Keysha
ArtFest Event	Typically in the Fall.	
ArtShow Event	Consider holding a small to medium-sized booth event with local artists, games, entertainment and activities in the Spring or Summer.	
Local Artist Workshops	Consider holding 1-day events/Workshops throughout the year at LACC or other venues.	
Crosswalk Project	Consider an RFP for an artist to paint a crosswalk in a public space in Leander. This could be in a busy school district or in Old Town. It could be done in form of an Art Design contest.	
Old Town Christmas Festival Float	Begin work in the Fall to design and build a float for the Christmas Parade.	
Divine Lake Staircase Project	Design and Build staircase sculpture in Divine Lake. To later be painted	Sammy
Lakewood Art Bench	Organize RFP and procure additional Art Bench for Lakewood Park Sculpture Trail	
Harriet Tubman Statue	Organize installation of travelling sculpture in Leander in '26.	



EXECUTIVE SUMMARY
1/8/2025

AGENDA SUBJECT:

Discuss and consider action on the design and installation of a staircase structure at Devine Lake.

BACKGROUND:

LPACC would like to organize an installation of a small staircase “amphitheater” type structure in Divine Lake Park close to the pavilion, facing the water.

HISTORY/TIMELINE:

This item is being proposed by Chair Panzarino to move forward with the process of design/installation of the staircase at Devine Lake Park.

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. Samples of Proposed Staircase Structure at Devine Lake

See samples of the proposed project below.

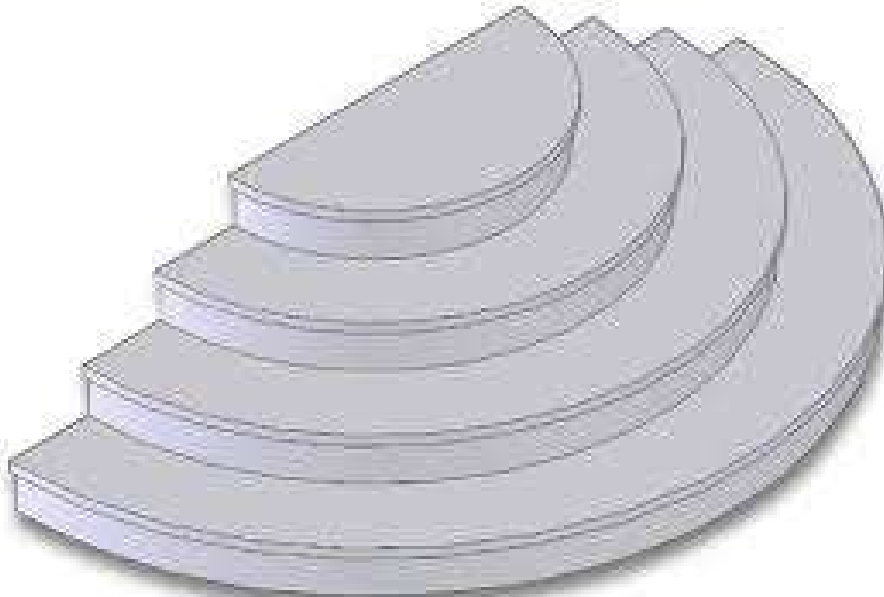
- The purpose of the stairs will be to create an additional seating area where parkgoers can sit and view the lake.
- The top of the stairs can be used as a small stage that can accommodate 1-2 performers, such as speakers or musicians.
- The stairs can be used for other purposes such as a memorial site where parkgoers can temporarily place candles and flowers.
- The stairs will be painted with a bright and colorful abstract design.
- The staircase is a freestanding structure. It can have a square or round concrete foundation at the base.

Dimensions:

4'-5' tall with at least 4 risers. At least 3' wide and 2' deep at the peak.

The risers should be at least 1'-1.5' deep so they can not only be used as steps but also as a seating area.

Sample photos:





EXECUTIVE SUMMARY
1/8/2025

AGENDA SUBJECT:

Discuss and consider action on upcoming Special Event: MLK Day March and Celebration.

BACKGROUND:

This item is for the Commissioners to take any action leading up to the special event to be held on Monday Jan. 20th. Commissioners will discuss the latest updates from the Subcommittees planning and logistics of the event and discussing staffing needs.

HISTORY/TIMELINE:

This event is hosted by Parks and Recreation as well as the Leander Public Art and Culture Commission at Old Town Park. Last year, the event was postponed due to icy/inclement weather and the make up date was a week later.

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments: