



Public Arts and Culture Commission Meeting Agenda

**Leander Activity Center
11880 Hero Way West STE 600
June 14, 2023 @ 6:00 pm**

Naruby Bollom
Keysha Bradford
Lisa Haynes
Mike Herrera
Jessica Johnson
Steve Kuwitzky

Sammy Panzarino
George Quist
Stephanie Rand
Na'Cole Thompson – Council Liaison
Mark Tummons – Director, Staff Liaison

1. Call to Order
2. Roll Call
3. Public Comments
4. Approval of Minutes – May 10, 2023/May 17, 2023/June 7, 2023
5. City Council Liaison Update
6. Staff Liaison Updates:
 - a. Juneteenth Block Party
 - b. Public Library Art Project
7. Regular Agenda:
 - a. Discuss and consider recommendation of finalist(s) relating to Solicitation S23-004B for proposal public art project Robin Bledsoe Park Mural.
 - b. Discuss and consider recommendation of Project/Event Calendar
8. Future Agenda Items
9. 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 Parks & Recreation Asst. Director at 512.528.9909 for information. Hearing impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 512.528.2800.

I certify that the above notice of the City of Leander Public Arts and Culture Commission was posted on the bulletin board at City Hall in Leander, Texas on the 9th day of June 2023 by 6:00 pm pursuant to Chapter 551 of the Texas Government Code.


Mark Tummons, Parks and Recreation Director

AGENDA ITEM #4



EXECUTIVE SUMMARY

06/14/2023

AGENDA SUBJECT: Approval of minutes for May 10 2023. As well as Special Session minutes for May 17 2023 and June 7 2023.

BACKGROUND: Attached are the minutes for the meeting held on May 10, 2023. As well as Special Session minutes for May 17 2023 and June 7 2023.

ATTACHMENTS:

1. Draft minutes for May 10, 2023
2. May 17 minutes
3. June 7 minutes



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

Leander Activity Center
11880 Hero Way West, Ste. 600



May 10, 2023

Place 1 – Stephanie Rand	Place 7 – Steve Kuwitzky
Place 2 – Keysha Bradford	Place 8 – Michael Herrera
Place 3 – George Quist	Place 9 – Naruby Bollom
Place 4 – Lisa Haynes, Chair	Staff Liaison – Mark Tummons
Place 5 – Jessica Johnson	Council Liaison – Na’Cole Thompson
Place 6 – Sammy Panzarino	

1. Call to Order

Chair Haynes called the meeting to order at 6:02 PM.

2. Roll Call

Commissioners Johnson and Kuwitzky were absent.

3. Public Comments

Susie Turner from Social Leander Experiment was present and gave a brief description of some of the programs she offers. Her purpose for attending was to learn how she can get involved more in LPACC’s events. Carlos St. James from Leander Foundation was present as well.

4. Approval of Minutes

Commissioner Rand motioned to approve the minutes and Commissioner Herrera seconded. The motion passed unanimously.

5. City Council Liaison Update

Mayor Pro Tem Thompson shared that the mayor has invited LPACC to participate in an event on July 21st at the ACC campus in San Gabriel. She thought LPACC would fit in well with this symposium.

6. Staff Liaison Update included an update on Juneteenth. Staff Anderson handed out 4 documents: a budget sheet, site layout, additional Sunday event, and list of the current vendors. A motion was made by Commissioner Bollom to move forward with renting the Robin Bledsoe Park pavilion for the Sunday Funday event, Commissioner Rand seconded. The motion passed unanimously. Staff Liaison Tummons shared an update on the mural RFP including an encouragement for the commissioners to continue getting the word out so more artists will apply.

7. Regular Agenda

- a. The commissioners received a presentation from Leander Foundation on shared objectives between the Foundation and LPACC

- b. The commissioners received a presentation on City purchasing department guidelines for reviewing and scoring Request for Proposals (RFP)
- c. Commissioners discussed and considered action on the purchase of canopy to use at special events. Commissioner Herrera motioned that the canopy price point of \$500 be increased for Staff Anderson to purchase one from EZ Up. Commissioner Bollom seconded the motion. The motion was approved. The color will be determined by Staff Anderson and Chair Haynes later.
- d. The May 17 special meeting goals and agenda was presented to the commissioners by Commissioner Bollom. Discussion ensued.
- e. The commissioners discussed and considered recommendation of a mural of Bill Pickett. Commissioner Rand presented her idea of creating a mural to honor Bill Pickett. The voting will take place at the special session.
- f. The commissioners discussed and considered action on art initiatives at Leander Public Library. Staff Parrish presented her idea of having the art students' art on canvasses instead of the library windows. The library is currently waiting for all the students to finish their art pieces, there are currently 6 turned in.
- g. The commissioners discussed and considered action on Agustina Rodriguez Phoenix Trail Sculpture Art reveal event. The commissioners proposed to host an event on May 21st at 2pm at the Lakewood Sculpture Garden to reveal the new sculpture. Commissioner Rand motioned to have the reveal event on May 21st. Commissioner Panzarino seconded the motion. The motion was approved.
- h. The commissioners discussed and considered action on allocating funds for a post Juneteenth event earlier in the meeting under the Staff Liaison Update.

8. Adjournment

The meeting was adjourned at 7:36pm.

CHAIR SIGNATURE

SECRETARY SIGNATURE



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

Leander Activity Center
11880 Hero Way West, Ste. 600



May 17, 2023

Place 1 – Stephanie Rand	Place 7 – Steve Kuwitzky
Place 2 – Keysha Bradford	Place 8 – Michael Herrera
Place 3 – George Quist	Place 9 – Naruby Bollom
Place 4 – Lisa Haynes, Chair	Staff Liaison – Mark Tummons
Place 5 – Jessica Johnson	Council Liaison – Na’Cole Thompson
Place 6 – Sammy Panzarino	

1. Call to Order

Chair Haynes called the meeting to order at 6:00 PM.

2. Regular Agenda

- a. The commission discussed and considered action on short-term goals for 2023-2024. All three short term goals were approved unanimously.
- b. The commissioners discussed and considered action on events and project priorities for 2023 and 2024. There were 4 events that the commissioners voted on to pursue for the 2023 – 2024 year. These events include: San Gabriel Relief/Bill Pickett, Sell pavers & benches placards, Collection Management, and Library Art. The events were approved unanimously.
- c. The commissioners decided to table the last agenda item due to time restrictions: Discuss and consider action on Commissioners' roles in finalized priorities

3. Adjournment

The meeting was adjourned at 9:00pm.

CHAIR SIGNATURE

SECRETARY SIGNATURE



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

Leander Activity Center
11880 Hero Way West, Ste. 600



June 7, 2023

Place 1 – Stephanie Rand	Place 7 – Steve Kuwitzky
Place 2 – Keysha Bradford	Place 8 – Michael Herrera
Place 3 – George Quist	Place 9 – Naruby Bollom
Place 4 – Lisa Haynes, Chair	Staff Liaison – Mark Tummons
Place 5 – Jessica Johnson	Council Liaison – Na’Cole Thompson
Place 6 – Sammy Panzarino	

1. Call to Order

Chair Haynes called the meeting to order at 6:10 PM.

2. Roll Call

All were present.

3. Regular Agenda

- a. The commissioners discussed and considered action on calendar events and project priorities for 2023 and 2024. No actions were taken at this meeting.
- b. The commissioners discussed and considered action on Commissioners' roles in finalized priorities. The commissioners had a group vote. The vote was initiated by Commissioner Bollom voted for downsizing current subcommittee totals from current number (26) down to (12). Commissioners voted: 6 yes votes, 1 no vote. There was no motion or 2nd on this. Another motion was made by Commissioner Kuwitzky to create (5) new subcommittees, it was seconded by Commissioner Rand. The vote passed 6-1.

4. Adjournment

The meeting was adjourned at 7:53pm.

CHAIR SIGNATURE

SECRETARY SIGNATURE



EXECUTIVE SUMMARY

06/14/2023

AGENDA SUBJECT: Discuss and consider recommendation of finalist(s) relating to Solicitation S23-004B for proposal public art project Robin Bledsoe Park Mural.

BACKGROUND: The City of Leander, in association with the City of Leander Public Arts and Culture Commission, places a Call for Art on April 20th, 2023. Responses were submitted beginning May 18th and shared to all commissioners for evaluation based on “Mural Art Project Selection Guidelines” and submitted to Parks and Recreation Department for evaluation on June 7th, 2023. Submittals will be discussed on June 14th to select finalists for the next step in the process.

ATTACHMENT:

1. Mural Art Project Selection Guidelines

Mural Art Project Selection Guidelines

Selection of Finalists

- May 18 RFP bid proposals opened at 2 p.m.
- May 23 Send Commissioners a copy of the Evaluation Matrix and all verified submittals.
- **June 7 Commissioners must send completed Evaluation Matrix scores to LPACC Staff Liaison.**
- June 14 LPACC Meeting – Commissioners to discuss and consider recommendation for finalist(s).

Members of LPACC and the City will accept and review all entries. Finalist(s) will then be contacted and asked to submit up to 3 original proposals for the project. Finalist(s) notified of their selection will be given no less than 2 weeks to submit proposals. On behalf of the evaluation team, City staff may also reach out to applicants for clarifying questions during this phase of the selection process.

Criteria for finalist selection includes artistic merit as evidenced by the submitted materials; the applicant's professional qualifications; proven ability to perform well on similar projects; and demonstrated ability to work with government agencies, boards, committees, architects, engineers, and other groups for the successful completion of similar art projects.

***** See next page for sample Evaluation Matrix scoring *****

PLEASE DO NOT CONTACT APPLICANT REFERENCES – Applicant references are not part of the evaluation by Commissioners. City staff will verify all applicant references and notify Commissioners if an applicant does not meet solicitation standards.

Selection of Top Finalist

The top finalist selected will be required to enter into a written contract with the City of Leander, meet all contractual requirements, and work as a team to accomplish the goals of the project.

- *TBD** Review and/or interview Finalist(s) submissions.
**Date will be determined at LPACC regular meeting on June 14.*
- July 12 LPACC Meeting – Commissioners to discuss and consider recommendation to negotiate a City contract with top finalist.
- *TBD** City Manager and/or Council approval of final negotiated contract.
**Date will be determined after contract terms are successfully negotiated.*

Mural Art Project Selection Guidelines

SAMPLE EVALUATION

Bid Info: City of Leander Call For Art
Solicitation No. S23-004B Opening: 5/18/2023

EVALUATION CRITERIA	Max Points	Artist Name
Resume & Qualifications	25	20
<i>Biography, educational background, and exhibition record. Must include name, address, phone, email and website.</i>		<i>Familiar with large scale outdoor paint projects.</i>
Proposed Budget	25	24
<i>Respondent shall provide itemized budget including all fees. Max project budget \$25,000. (Lower cost = Higher score)</i>		<i>\$5,000 total cost.</i>
Samples of Original Work	25	25
<i>Applicants may include links to Websites and/or Social Media accounts where artwork is available for perusal.</i>		<i>Art samples show capability to do the work.</i>
Creativity for this Project	25	10
<i>Description of artist's vision(s) for the project, which should closely align with the stated Project Goals, Artwork Goals, and Project Theme.</i>		<i>Vision does not match Project Theme.</i>
TOTAL:	100	79

PROJECT GOALS

1. LPACC intends to support the City of Leander by enhancing our inventory of public art.
2. Conceptually or visually incorporate our designated themes.
3. Support the City's visitor and tourism industry by enhancing our inventory of public art.
4. Support the Leander Wildflower Trail Initiative.

ARTWORK GOALS

Bright, family-oriented, fun, creative, welcoming, representative, and inspiring for our community.

PROJECT THEME

"Love Leander Wildly"



EXECUTIVE SUMMARY

06/14/2023

AGENDA SUBJECT: Discuss and consider recommendation of Project/Event Calendar.

BACKGROUND: During the LPACC special called meetings on May 17 and June 7 – Action was taken to establish goals, projects, and events along with selecting commissioners who lead each of those (12). The summary is attached, and discussion of next steps will ensue.

ATTACHMENTS:

1. LPACC Special Meeting Notes 5.17.2023 6.7.2023

Meeting Notes
LPACC Special Session on 5/17/2023

- LPACC approved 5 short term goals for 2023-2024 – see below
- LPACC decided that we should limit our focus to 4 projects
- The following projects were selected through a majority of votes (listed from most to least votes)
 1. San Gabriel Relief of Bill Pickett (9)
 2. Collection Management Process (8)
 3. Library Art Project (6)
 4. Sell pavers and benches (4)
 5. *Bledsoe Park Mural **Not voted but already in progress*
- The following projects were not selected (listed from most to least votes)
 - Art banners (3)
 - Utility box beautification (3)
 - Chicken calendar (2)
 - Texas Humanities Exhibits (1)
 - Pillars with tiles (0)

Meeting Notes
LPACC Special Session on 6/7/2023

- LPACC defined 3 different types of events:
 - Booth: We participate by setting up a booth and engaging with the community to recruit volunteers and promote the arts
 - Co-Host: We participate by forming a subcommittee that actively fundraises/plans/executes events with the support of Parks and Recreation
 - Lead: We would be responsible for the entire event with very little to no support from Parks and Recreation
- LPACC decided that we should limit our focus to 3 booth events.
- The following booth events were selected through a majority of votes:
 1. Old Town Holiday Festival (8)
 2. Fall Festival (8) **pending to add Dia de los Muertos activity depending on dates*
 3. Blue Grass Festival (4)
- The following booth events were not selected:
 - Kite Fest (2)
 - Mason Days (1)
- LPACC decided that it would continue to co-host the following events:
 1. MLK
 2. Juneteenth
 3. Art Fest

- There are no plans to lead any events at this time
- We listed out all of the work that is ahead of us including short term goals, projects, and events and formed subcommittees around the work that we are committing to complete
- The following Subcommittees will be active moving forward:

Subcommittee	Responsibilities	Lead
Admin	Communications, Volunteer database, Community requests, General Admin	Lisa
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
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.	Stephanie
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.	George

	d) Define the process on how art pieces will be cleaned, restored and repaired.	
San Gabriel Bill Picket Relief		Stephanie
Library Art Project		Naruby
Sell Pavers and benches		Stephanie
Bledsoe Park Mural		Sammy
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
MLK		Keysha
Juneteenth		Keysha
Art Fest		Jessica

LPACC Short Term Goals 2023-2024

1. Develop a five-year Public Arts and Culture Master Plan

Resources:

- Contract consultant
- Involvement from LPACC
- Community engagement

2. Finalize and execute Public Arts and Culture calendar of events for 2023-2024

Resources:

- Calendar Subcommittee to present proposal
- Voting mechanism to choose the events that will be on the calendar
- Assign responsible parties to each item

3. Finalize and execute Public Arts and Culture projects lists for 2023-2024

Resources:

- Each commissioner/city staff member present 2-minute pitch on proposed project
- Voting mechanism to choose the events that will be worked on
- Assign responsible parties to each project

4. Obtain funding for Public Arts and Culture

- c) Seek dedicated annual funding of \$25,000 for cultural events through the City of Leander general fund.
- d) Identify, explore, process and obtain funding through grants, foundations and corporate sponsorship.
- e) Resources:
 - Project ownership
 - Time from subcommittee members
 - Involve the Chamber of Commerce
 - Involve the office of Community Economic Development

5. Establish collection management process

- e) Catalog and photograph art works
- f) Develop a website to communicate collection to the community.
- g) Establish and maintain social media accounts to increase awareness of art in Leander.
- h) Define the process on how art pieces will be cleaned, restored and repaired.
Resources:
 - Project ownership
 - Volunteer recruiting
 - Time from subcommittee members
 - IT resources from the city to aid in developing website