
Thursday, June 13, 2024
6:00 PM

City Hall Council Chambers 141
W Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Park 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 Secretary prior to addressing the board. Each speaker will be allowed three (3) minutes.

Please note that the Park Board may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Park Board from deliberating or taking action on an item not listed on the agenda. Park Board may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

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

3. **GENERAL**

A. Consider approval of the minutes from the February 8, 2024 Park Board meeting.

4. **REPORTS AND PRESENTATIONS**

A. Receive a report, hold a discussion and provide staff feedback regarding the seven principles of inclusive design (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

B. Receive a report, hold a discussion and provide staff feedback regarding the public engagement process for parks and recreation. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

C. Receive the February-May 2024 Department Update Presentation (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

D. Programming Calendar Attached

5. **GENERAL**

A. Consider recommending approval for the design of Meadowcrest Park. (*Staff Contact: Daniel Shafer, Parks Superintendent*)

6. **REQUESTS AND FUTURE AGENDA ITEMS AND REPORTS**

7. 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 6th of June 2024, 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.

Park Board

DEPARTMENT: Parks and Recreation
FROM: Jen Basham, Director of Parks and Recreation
MEETING: June 13, 2024

SUBJECT:

Receive a report, hold a discussion and provide staff feedback regarding the seven principles of inclusive design (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

SUMMARY:

This presentation will provide insight into how park design research guides inclusive design utilizing seven principles

- Be Fair
- Be Included
- Be Smart
- Be Independent
- Be Safe
- Be Active
- Be Comfortable

OPTIONS:

N/A

RECOMMENDATION:

N/A

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

Park Board requested a larger scale conversation regarding inclusivity in park design at the February 8, 2024 meeting.

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

Park Board

DEPARTMENT: Parks and Recreation
FROM: Jen Basham, Director of Parks and Recreation
MEETING: June 13, 2024

SUBJECT:

Receive a report, hold a discussion and provide staff feedback regarding the public engagement policy for park design. (Staff Presenter: Jen Basham, Director of Parks and Recreation)

SUMMARY:

The public engagement policy for park design was authorized by Council on June 21, 2021. The process includes the steps taken to create a project and gather feedback from the community on the various elements of design.

Staff is requesting feedback from the board regarding any updates they would like to see Council approve to the current policy.

OPTIONS:

Recommend keeping process as currently implemented

Recommend amending process

Recommend reverting to original process

RECOMMENDATION:

NA

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

Park Board reviewing the policy prior to Council action in June 2021

Council authorized the current policy via resolution on June 21, 2021

FISCAL IMPACT:

NA

STAFF CONTACT:

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

Public Engagement Process

Park Board

June 13, 2024 Staff Presenter: Jen Basham, Director of Parks and Recreation

History

- In December of 2020 staff began implementing projects from the 2019 Parks Master Plan
- Clark Park redesign was presented with a budget of \$85,000, initial feedback from the board and council was to create a public engagement process where the community is the center of all design choices for their parks
- In June of 2021 Council adopted a formalized public engagement process through resolution for park designs moving forward



Item B.

Clark Parks Initial

Design

The Process

- Step 1-The project will be identified as a need in the parks master plan, by citizen request, or deemed in need of replacement by staff
- Step 2-The project will be placed on the 5 year capital plan
- Step 3-The year the project is ready for design staff will request feedback from the community and surrounding neighbors of a park prior to conceptual design
- Step 4-Conceptual designs will be created based on feedback
- Step 5-The community will provide feedback on initial design options
- Step 6-Park Board and Council will recommend a design based off of the feedback from the community
- Step 7-Final design will be bid and presented to the board and council for award

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, AUTHORIZING CITY OF BURLESON PARKS PROJECT PROCESS.

WHEREAS, the City of Burleson, Texas ("City"), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City of Burleson supports the parks and recreation for residents and visitors alike to enjoy a safe and unique blend of active parks, open spaces, miles of trails, and quality level of service; and

WHEREAS, the Burleson Parks and Recreation Department works to ensure that the community is engaged for feedback regarding upcoming capital projects.

WHEREAS, the City Council has deliberated the process for public engagement process for projects that are being designed.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:

Section 1.

The Parks and Recreation Department will seek feedback from the community regarding upcoming park projects utilizing the following process. The project will be identified as a need in the Parks Master plan, by citizen request, or deemed in need of replacement or repair by City staff. The project will be placed in the 5 year capital improvement program with a set preliminary budget based on the scope of the project. The parks and recreation department will request feedback from the community and surrounding neighbors of a park the year it is being considered for improvements. A conceptual design based on initial feedback will be created. The conceptual design and amenities will be vetted through the Parks and Recreation Board and City Council. The public will be engaged to gather feedback on the concepts and amenities being proposed for the project. A concept and amenities will be selected based on feedback and a final design and construction contract will be presented to the Parks Board and City Council for approval. The final design will be bid out for construction and the City Council will be brought the preferred vendor for award. Upon award of a construction bid, the project will be constructed and opened for the community to enjoy.

The Strategy

- Prior to creating any design elements for a park, playground, or facility staff creates an online survey to ask the community what they would like to see in the space
- For park refurbishments-staff works with multiple playground manufacturers to create concepts based off the initial feedback, the constraints of the site, and the budget provided, the concepts are scrubbed by staff and the community is asked what their preferred design is
- Staff presents the public engagement feedback and community selected design to Park Board and Council for consideration

Public Engagement

1. Happens multiple times throughout a project
2. Starts as part of the master planning process
3. Assists with prioritizing CIP
4. Can occur prior to conceptual design
5. Between conceptual and final design
6. Before every design phase milestone
7. Used to guide project

The Reach

How extensive the reach is depends on the scale of the project

- Park refurbishments-if staff is replacing an existing amenity, such as a playground, with an updated version, two rounds of online surveys, a sign at the park stating that we are requesting feedback, social media outreach, and email blasts are utilized
- New amenities in existing parks-in addition to online surveys and signs in the park, staff will place door knockers on each residence that is adjacent to the park and invite them to a public meeting to discuss the proposed amenities and ensure that everyone is comfortable





The Reach

- New parks or amenities- In addition to surveys and door knockers, staff mails postcards to everyone within 1 mile of the park and invites them to design charettes to discuss the park, staff also hosts meetings at the site to receive feedback and understand the communities thoughts about the space
- Direct feedback-Lastly, staff has began ensuring that we are diligently seeking out feedback from our community members with special needs, staff works directly with the Center for ASD, BISD SPED, and Fitabilities to cast a broader net and hope to bring more input from members of the community with special needs

The Application

- This process has been utilized since creation in 2021
- The first few projects after the resolution passed were brought forward to park board and council for design review (step 6) prior to final design being completed;
- Staff was directed to move forward with the community preferred design and present the construction award to Park Board and Council for consideration in order to move projects through the process more efficiently



The Question

- Keep the process as it has been implemented and update the resolution
- Honor the original language of the resolution and resume adding the final concepts for review prior to initiating final design through Park Board and Council

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: June 13, 2024

SUBJECT:

Receive the February-May 2024 Department Update Presentation (Staff Presenter: Jen Basham, Director of Parks and Recreation)

SUMMARY:

Departmental updates regarding parks, recreation, and golf.

OPTIONS:

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

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



Departmental Updates

June 2024 - Park Board





February - May Event Highlights:

February: Mardi Crow, February 13, 2024 (Estimated 225 participants)

March: Bunny Daze, March 23, 2024 (Estimated 3,000 participants)

April: Solar Eclipse Watch Party, April 8, 2024 (Estimated 1,500 participants)

May: BTX Honey Tour Carnival, May 23-26, 2024 (Final wrap up TBA)

Additional May events:

Mother's Day Outing (May 11 - Est. 150) and Hot Sounds Kick-Off (May 31 -Est. 2,000)



June Events:

June 7, 14, 21, 28, and 29: Hot Sounds of Summer Concerts

June 15, 2024 - Father's Day Fishing Trip

June 15, 2024 - Juneteenth Art, Food, and Music Festival



MARDI CRAW: FEBRUARY 13, 2024



BUNNY DAZE: MARCH 22, 2024



SOLAR ECLIPSE WATCH PARTY: APRIL 8, 2024



MOTHER'S DAY OUTING: MAY 11, 2024



BTX HONEY TOUR CARNIVAL: MAY 23-26, 2024



HOT SOUNDS KICK OFF - SHINYRIBS: MAY 31, 2024



Athletic News:

Current Athletics:

Adult Spring Softball, Basketball, Volleyball and Youth Summer Track

Athletics Highlight:

TAAF State Youth Volleyball Tournament: May 31-Jun 1



Program News:

May Programming Recap:

Gymnastics and Cheer (37); Sporties for Shorties (6); Homeschool PE (22); Open Play Pickleball (12)

Program Highlight: Summer Camp 2024

Summer Camp has kicked off and is in full swing! Campers are enjoying field trips, guest speakers, gym play, and more! Each week is full to capacity at 150.



Additional News:

Fall Programming Preparation:

Staff will begin discussing upcoming Fall programming goals and initiatives in strategic planning meetings in the coming month. The release of the Fall community guide is slated for August 2024 (covers September through February services and programs).

Program Highlights



TAAF STATE VOLLEYBALL TOURNAMENT



SUMMER SEASONAL STAFF PREPARATION





Event News:

Event Highlight: Texas Heritage Night and Festival

May 17 - 18, 2024

Estimated 1,250 attendees



Program News:

May Programming Recap:

Farm School (13); Woodshop (7); Canning (18); Open Art (28); Storytime (48); BISD Transitional School Visits (16); Center for ASD Visits (21)



Item C.

Additional News: Service Projects at the Farm

3 Service projects were hosted in the month of May by the Burleson Church of Christ, the Church of Jesus Christ of Latter-Day Saints, and National Charity League.



Life on the Farm

Parks Master Plan: Community Engagement

Survey available now through June 21, 2024



PARKS MASTER PLAN
SURVEY NOW LIVE

Marketing and Community Engagement

Quick Stats as of 6/5:

Facebook Followers:

18,201

(204 follower increase)

Instagram Followers:

1,716

(50 follower increase)

Constant Contact Subscribers:

5,118



Facebook Highlight: On May 11, 18,000 milestone was met!

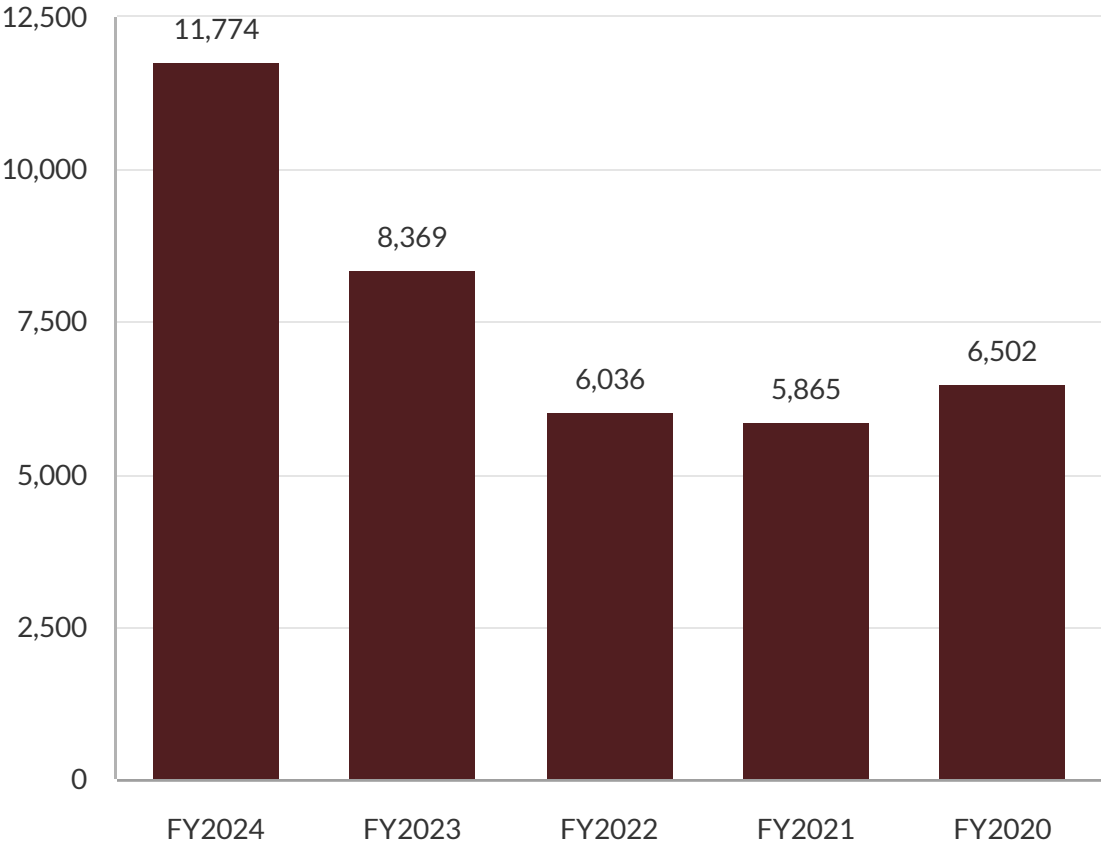
May High Performing Content

BRiCk - Projects

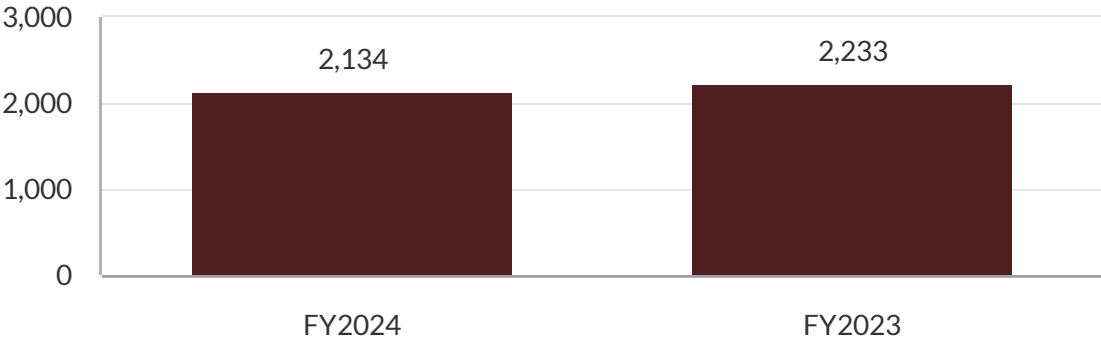
- C1S Group (*selected vendor to serve as Construction Manager at Risk for all projects listed below*)
 - Lobby Remodel
 - Desert Aire Replacement
 - HVAC Replacement
 - Indoor Pool Replaster
 - Indoor Pool Sand Filter Replacement
 - *Project status:*
 - Current- Prepping first equipment package with C1S (Construction Manager at Risk)
 - July 11-Present first equipment package to Park Board
 - July 22-Present first equipment package to City Council

BRiCK- Memberships and Programs

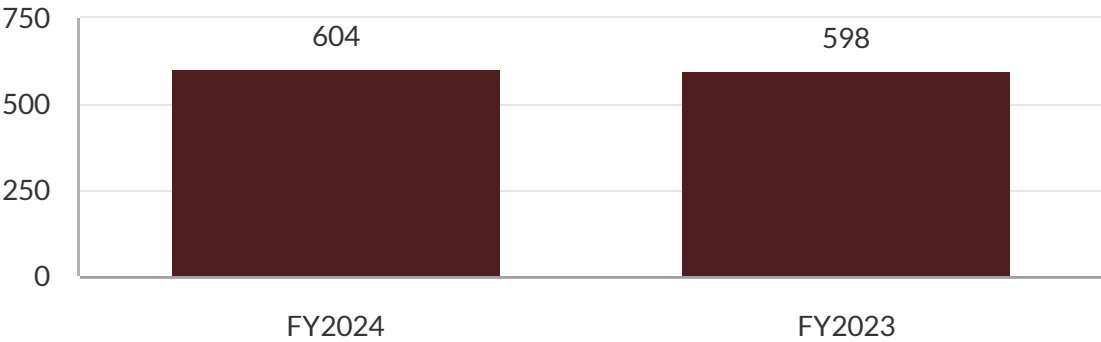
May Memberships



May - Fitness



May - Programs (includes Russell Farm Art Center)



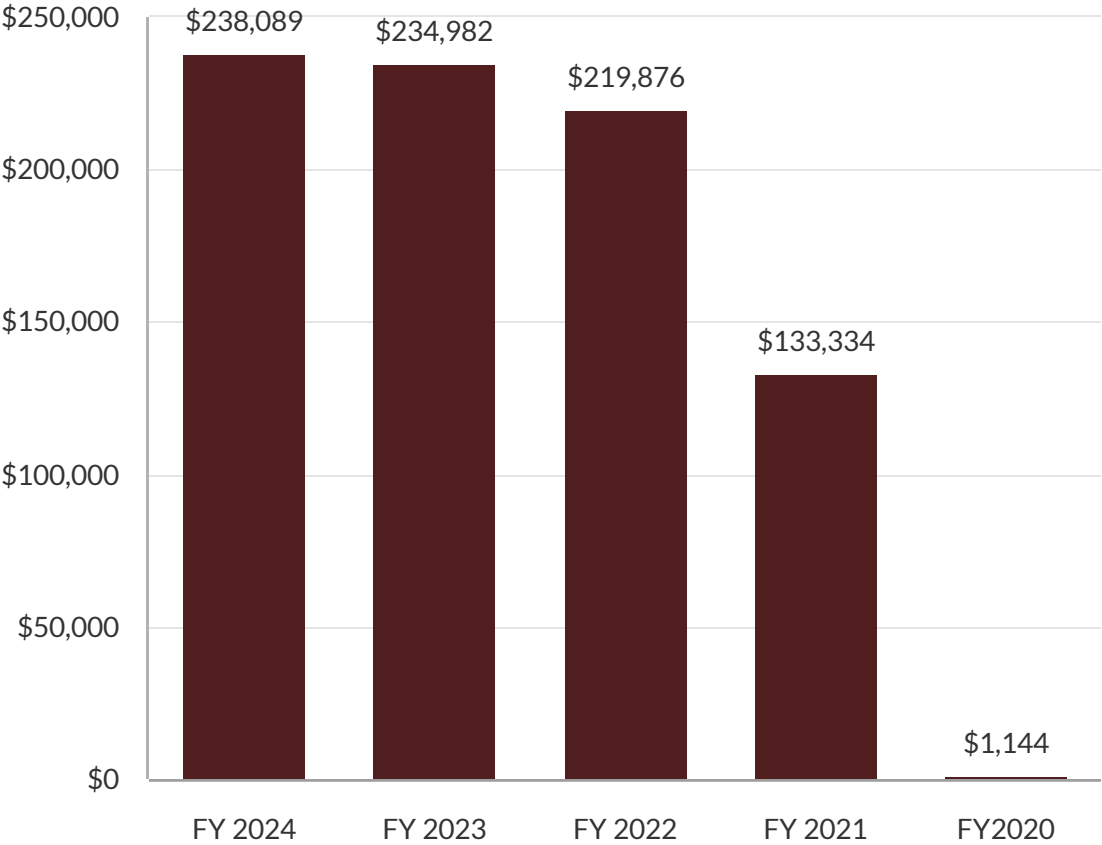
Membership numbers from June 2023 onward now include all individual members of a family membership.

FY 2019-2021 had limited data due to software conversion and accurate reporting data available.

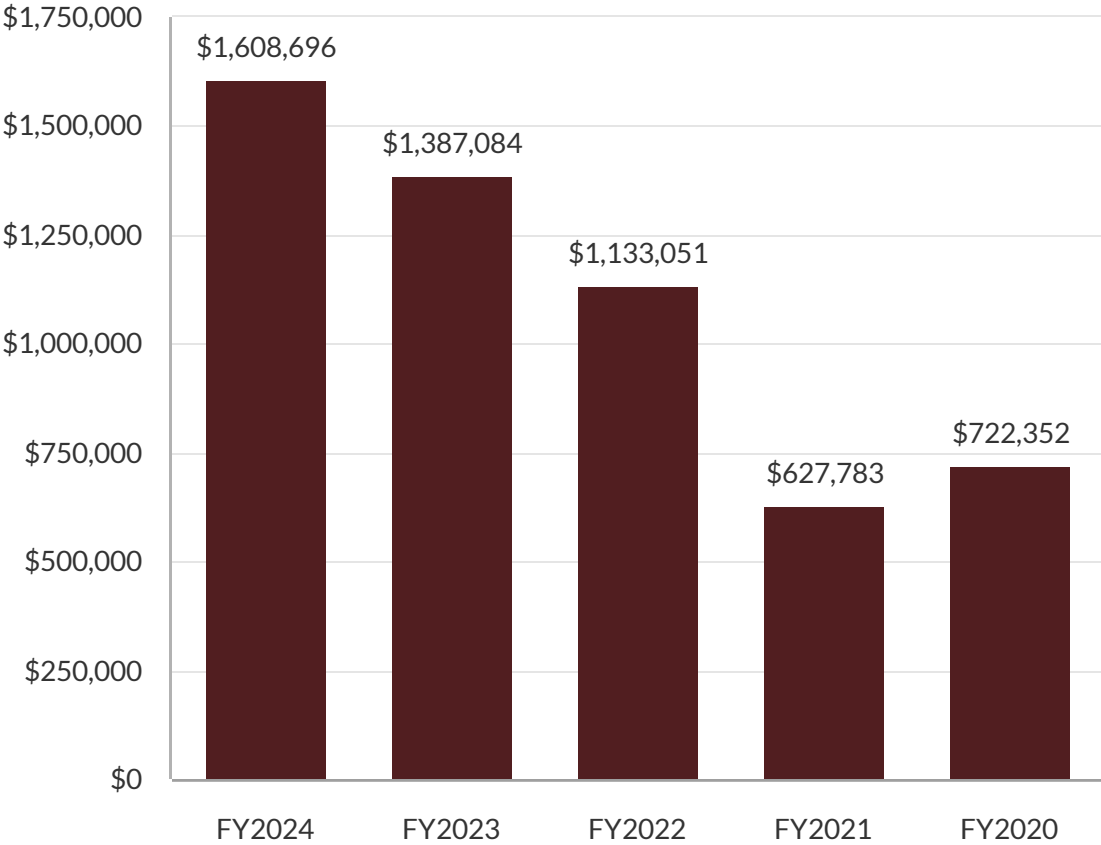
BRiCk-Revenue

Item C.

May



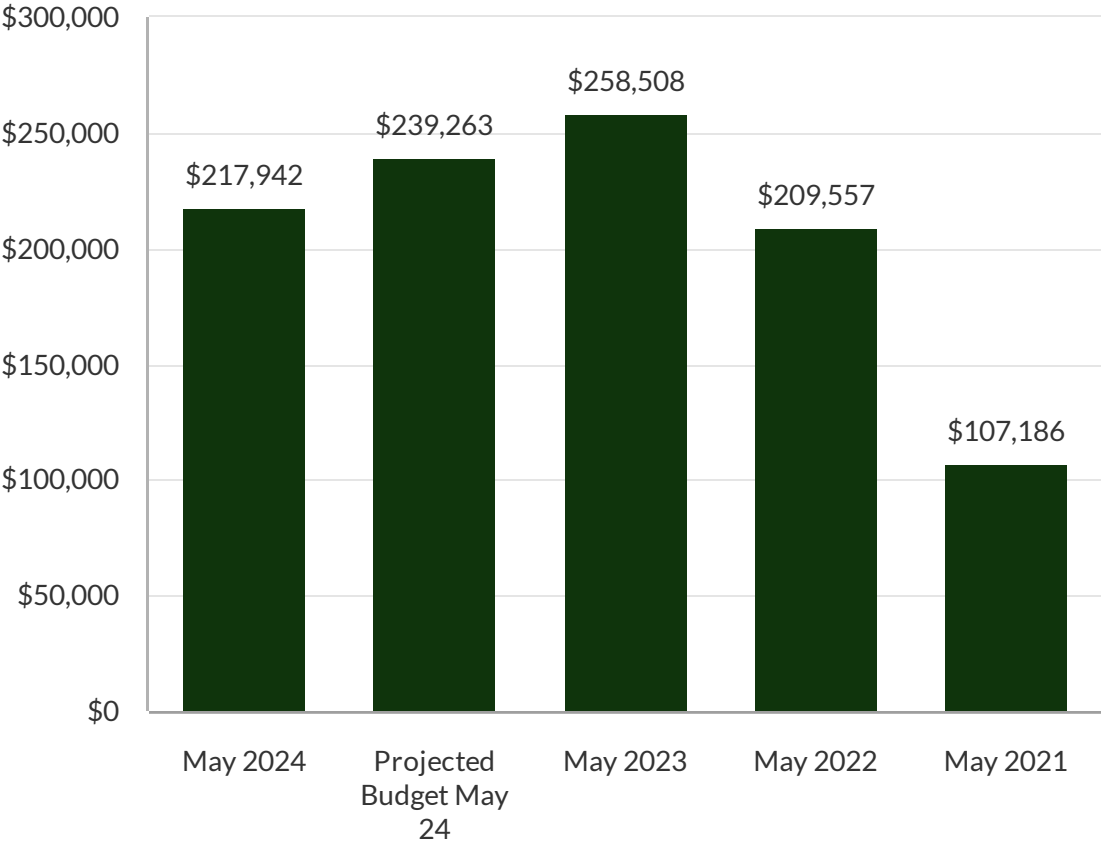
Year to Date (Accruals not included for current FY)



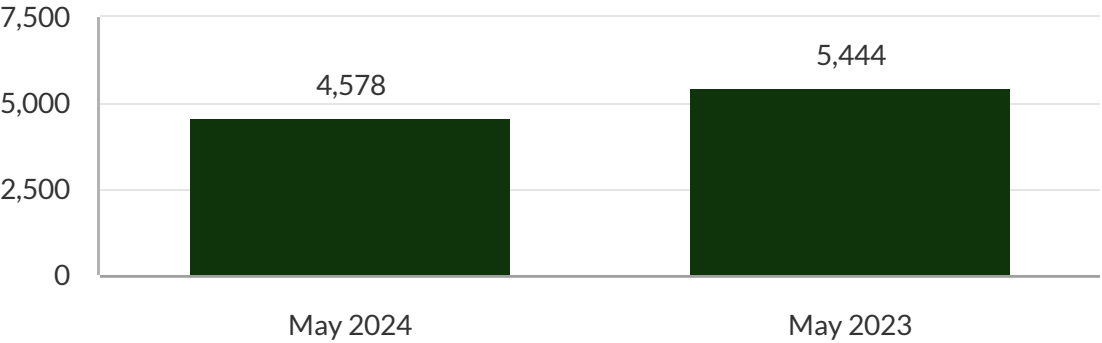
Golf- May Comparisons

Item C.

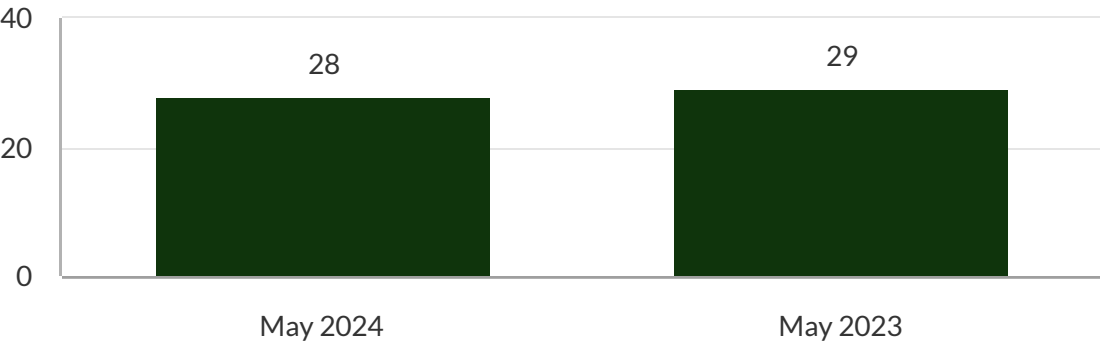
May Revenue



Rounds Played in May

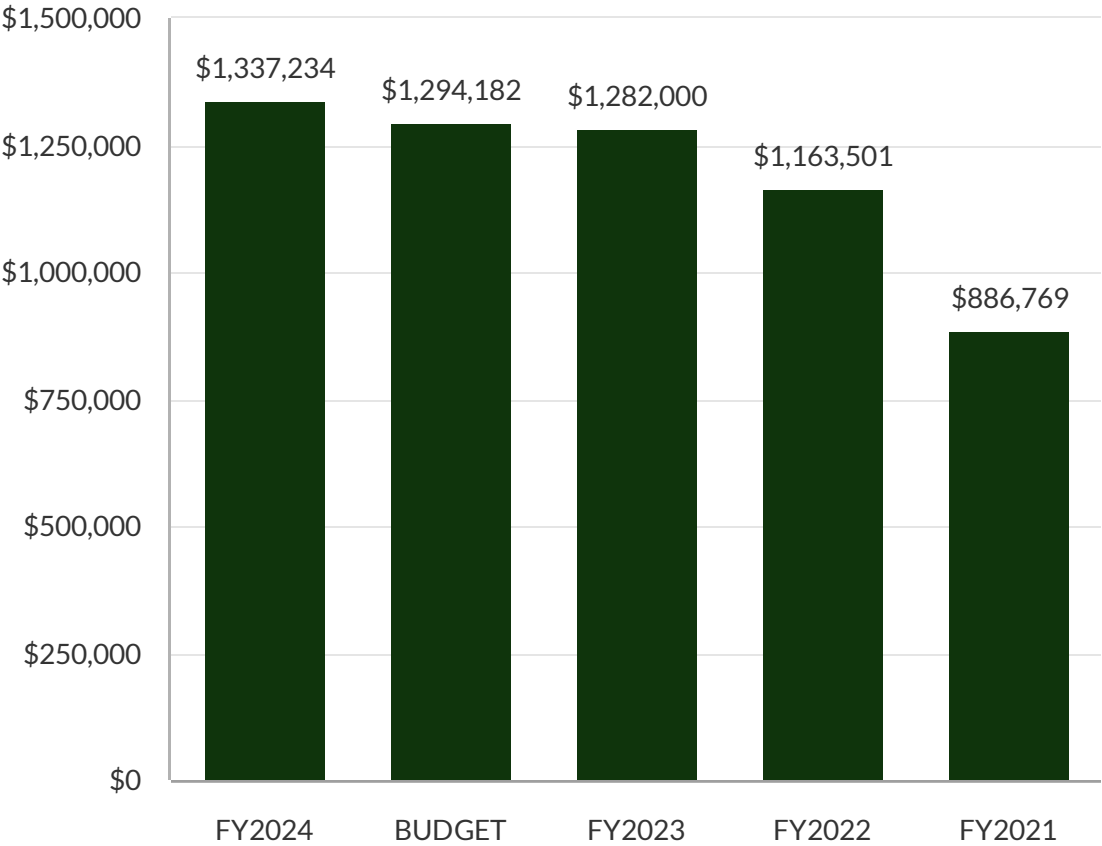


Playable Days

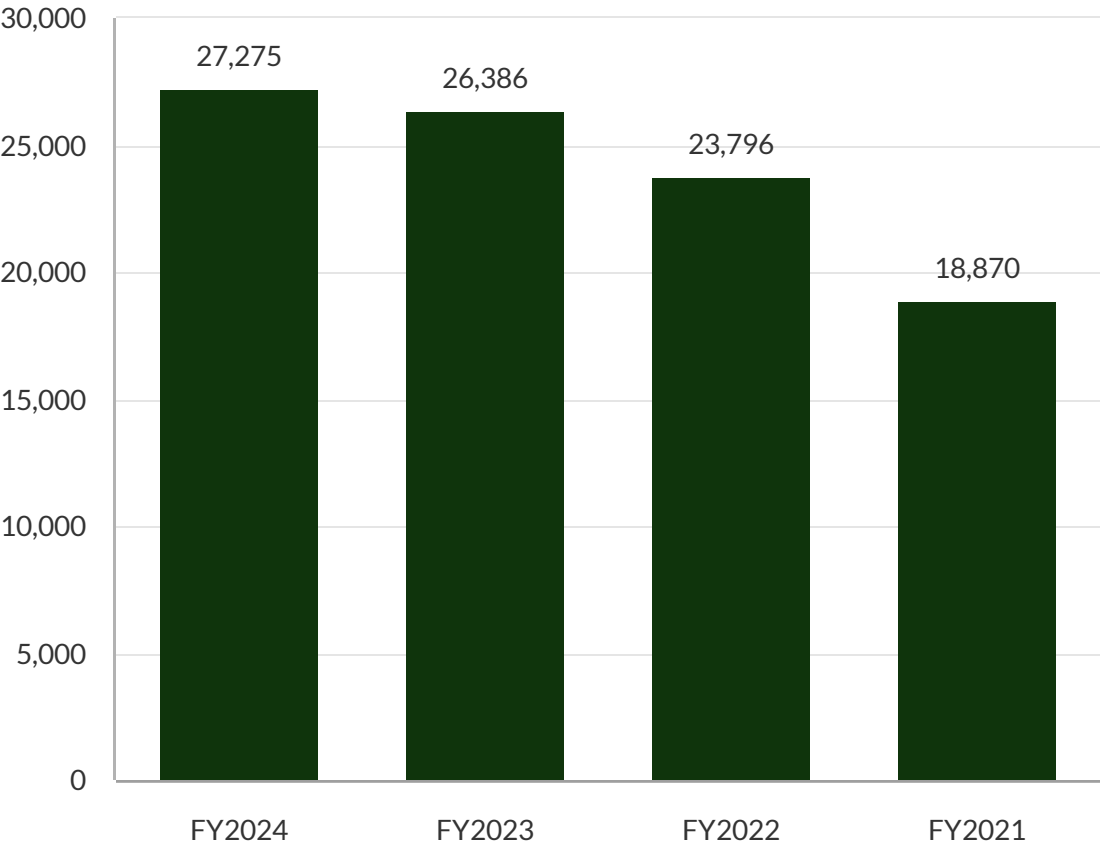


Golf- Year to Date

Revenue YTD October -May

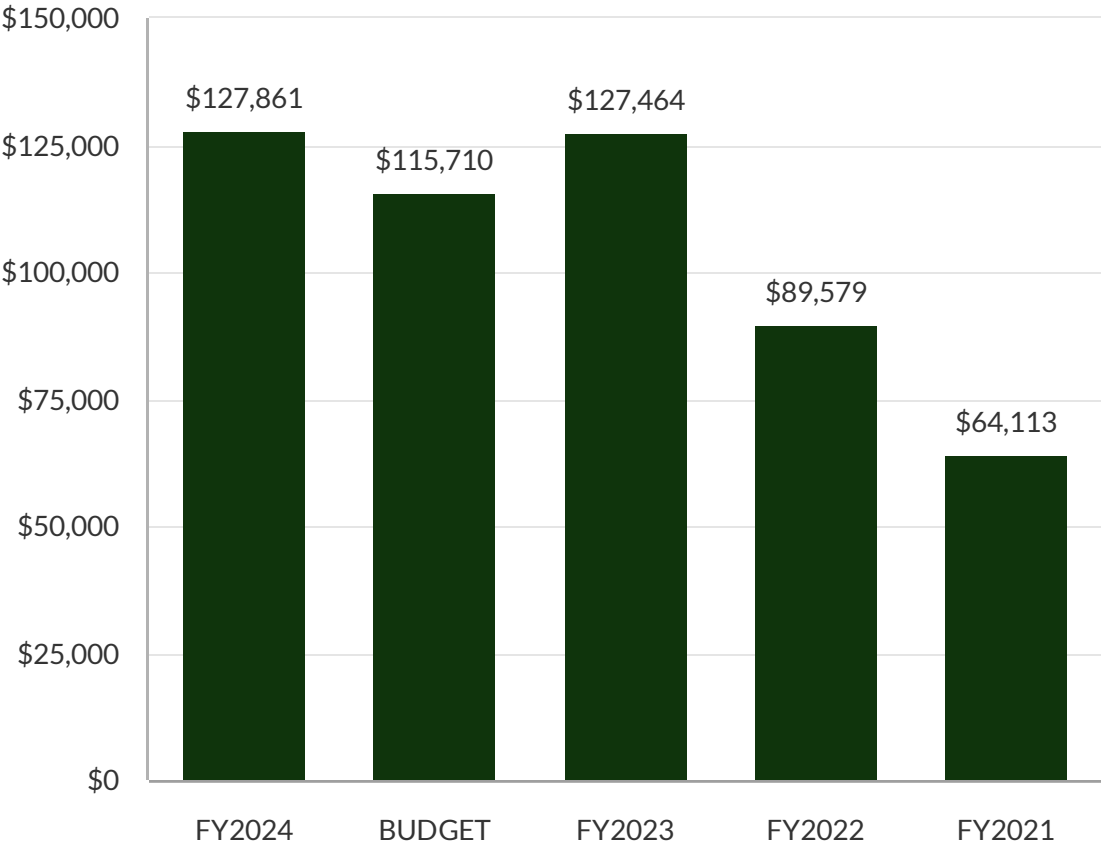


Rounds Played YTD October- May

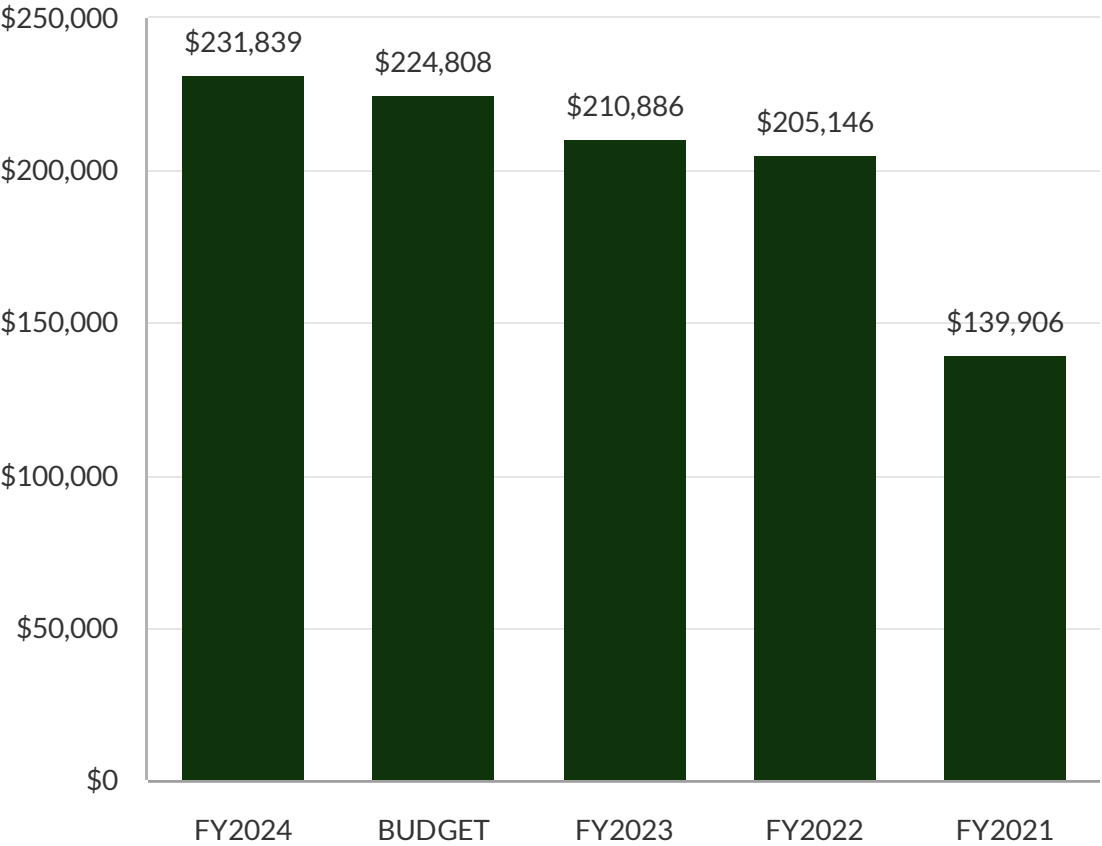


Golf- Pro Shop and FB Revenue Year to Date

Pro Shop Revenue YTD October - May



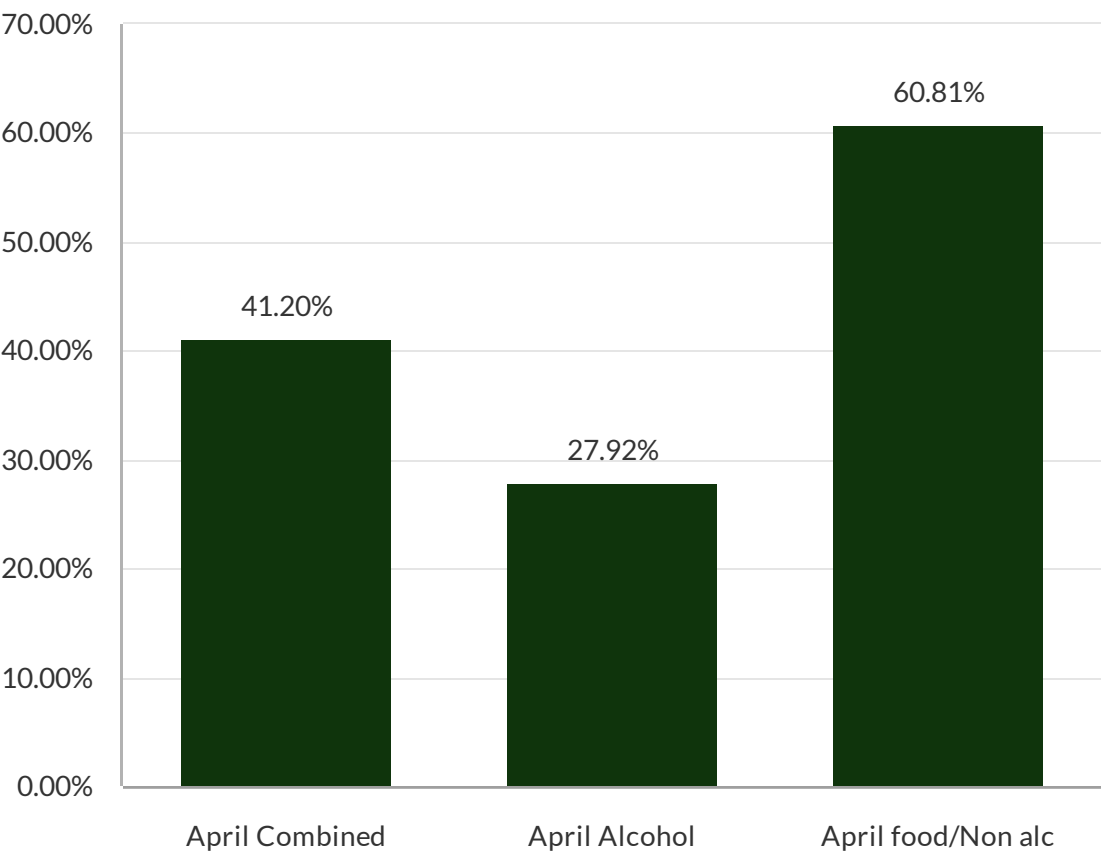
Food and Beverage Revenue YTD October- May



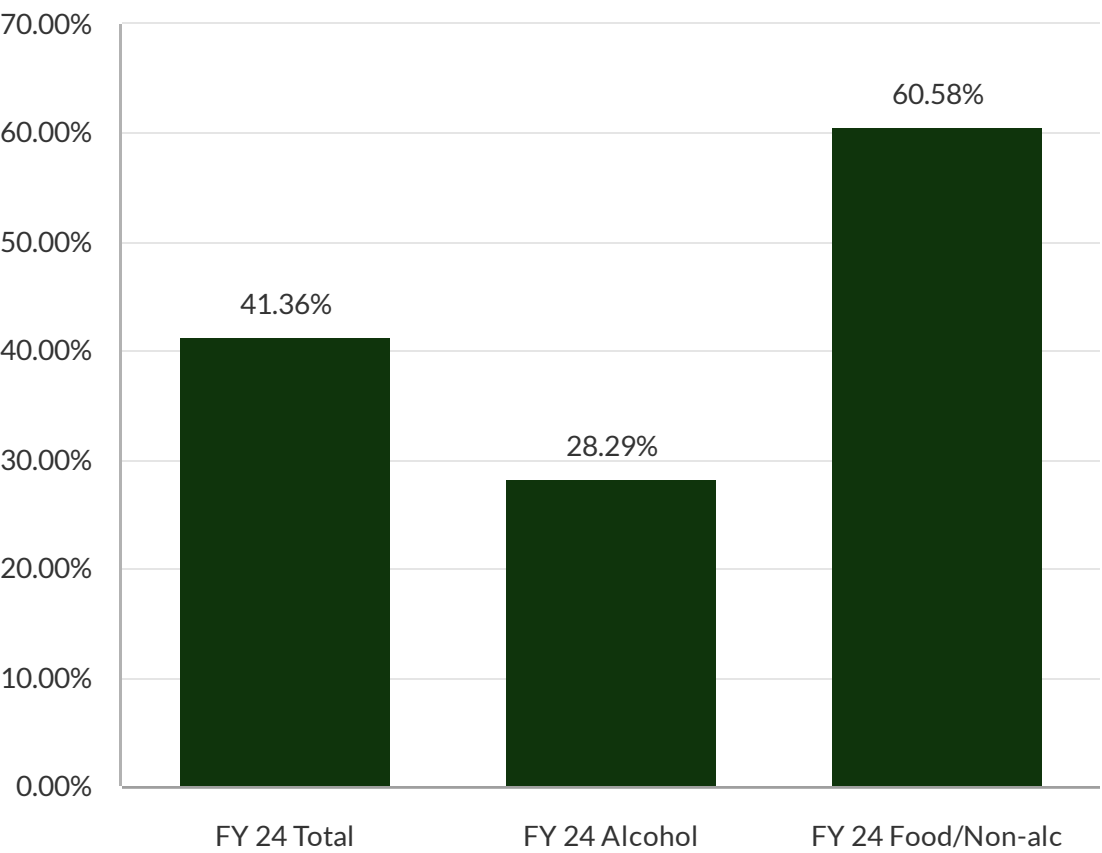
Golf- Food and Beverage Cost of Sales Percentages

Item C.

Food and Beverage Cost of Sales % by Department

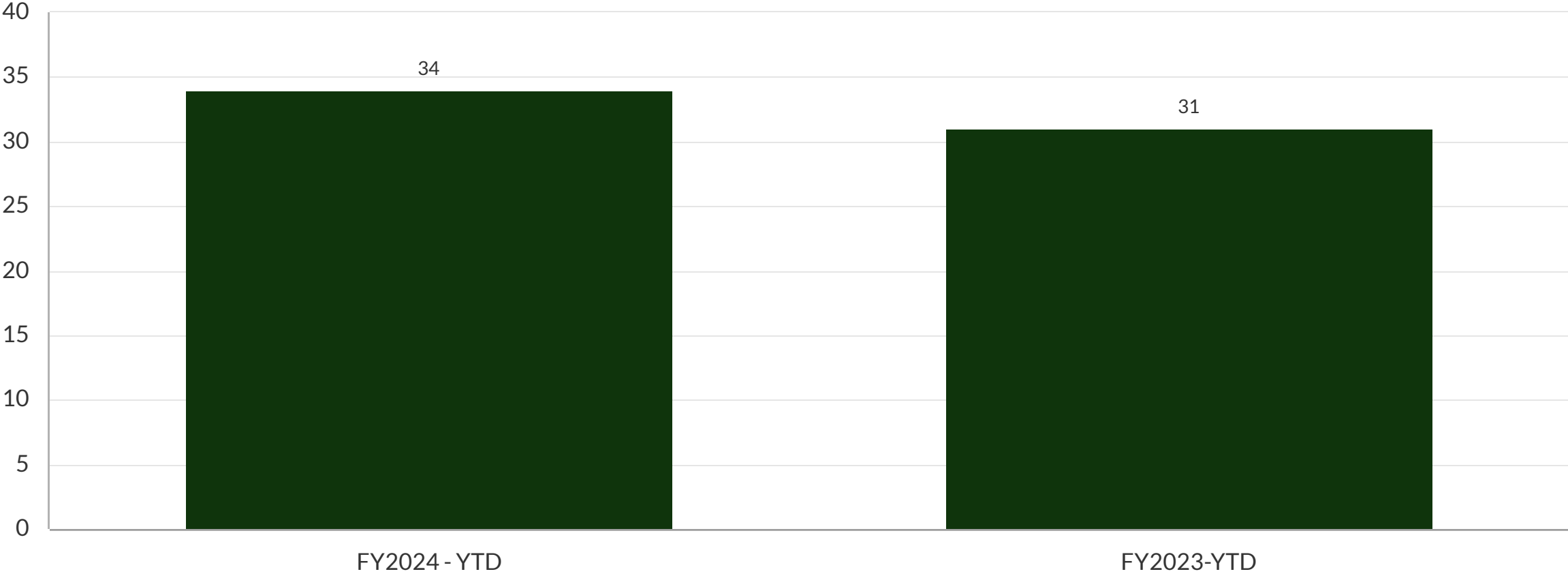


Food and Beverage Cost of Sales % Combined YTD



The objective for cost of sales is to stay under 40% combined

Tournaments YTD

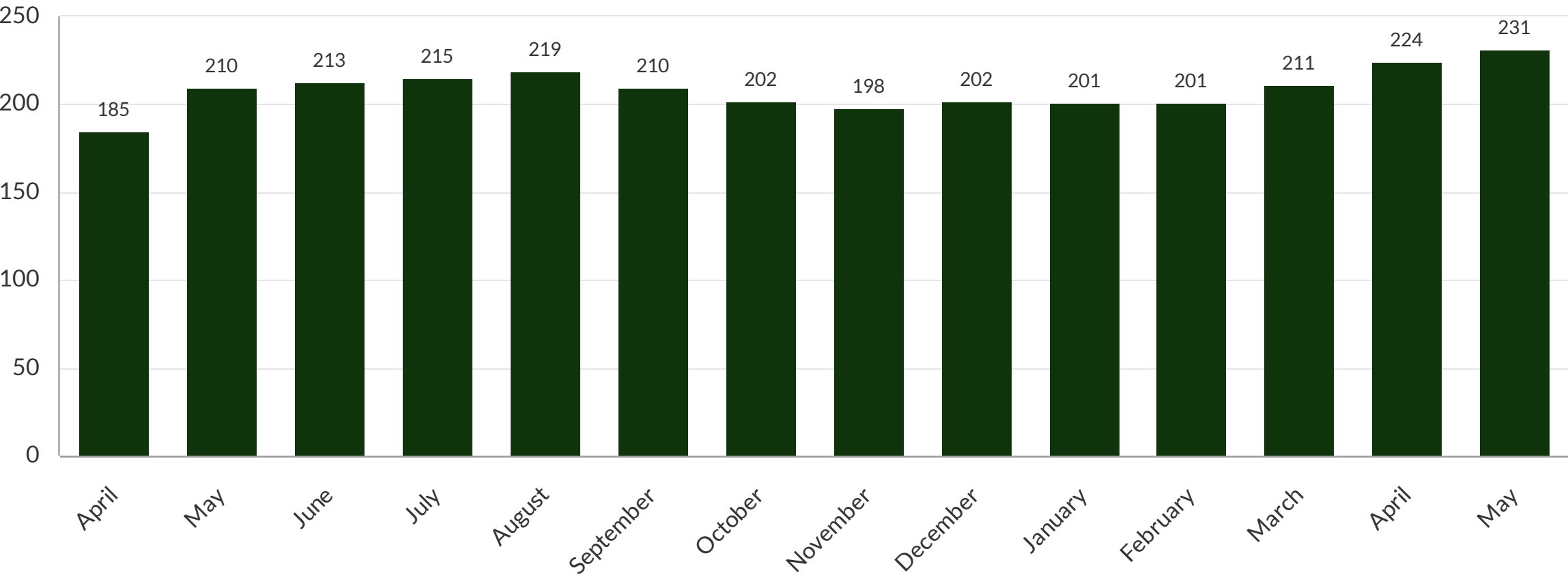


Golf-Memberships

231 Current Members

Item C.

Players Club



Oak Valley South Trail Connector:
In progress

Parks - Capital Project Updates

Item C.

- Park Monument Signs: Installed sign at Cindy; next phase of sign installations coming within the coming months
- Village Creek Trail: revised 90% plans underway. Environmental evaluation for TXDOT in process, estimated to begin construction Spring 2025
- Oak Valley South Trail Connector: Construction in progress; estimated completion June 2024
- Cedar Ridge Park: Construction began June 3, 2024 with the completion goal of August 2024

Parks - Capital Project Updates

- Meadowcrest Park: Park Board has provided feedback and the project is currently being reviewed
- Chisenhall Synthetic Turf Phase 2: Construction began May 28 with the completion goal of late September 2024
- Oak Valley North Restroom: Awarded in January; Currently in production
- Scott St Trailhead: Design complete; Project to proceed to bidding process with the goal of seeking Park board and Council construction approval in July



Parks by the Numbers - May 2024

Item C.



PLAYGROUND
SAFETY

32

INSPECTIONS PERFORMED

MINOR REPAIRS: 4

LITTER ABATEMENT: Parks,
Athletic Fields, and ROWs



43,900

Pounds of Litter Removed

Does not include contract litter numbers



IRRIGATION SERVICES

20

Irrigation Systems
Inspected

17

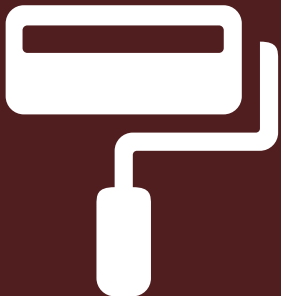
Irrigation repairs made

INTEGRATED PEST
MANAGEMENT

29

- Pest control treatments
- Pre-emergent weed applications
- Post-emergent weed applications

GRAFFITI
ABATEMENT



1 graffiti incidents:
100% abated within 24
hours of reporting

Parks by the Numbers - May 2024

Item C.



May Storm Clean Up

- Following the recent May storm, the Parks Department swiftly responded to tree damage across various parks/areas:
- **Meadowcrest Park:** Two damaged trees were promptly removed.
- **Prairie Timbers:** Four large limbs were cleared.
- **Wakefield Nature Area:** Small limb debris was cleared.
- **John Jones Area:** Small limbs and debris were removed.
- **Bailey Lake Area:** Seven trees were addressed for debris removal.
- **Panchasarp Farm:** Two trees are being addressed.

Acres Mowed in Parks and ROWs



1,217 Acres



**OPARKS
MAINTENANCE
RODEO**

MAY 29 | 6 PM

Chisenhall Sports Complex
500 Chisenhall Park Ln

THE CITY OF
BURLESON
TEXAS

**Parks and
Recreation**

- Parks Maintenance Rodeo: May 29
- Estimated 50 attendees



Parks Assistance: Community Events



Parks staff regularly help with a variety of community events and are a key part of their success. In May, parks staff assisted heavily with our annual BTX Honey Tour Carnival which was hosted at Chisenall Sports Complex.

Additional Park Highlights, May 2024

2024 Parks Maintenance Rodeo: Champions



2024 PARKS MAINTENANCE RODEO CHAMPIONS

Truck + Trailer
Andy Phelps

Truck + Trailer
Robert Anderson

Zero Turn
Jacob Mills

Back Pack Blower
Micah Tatum

Backhoe
Jay Blair

BTX MADE



Feedback?

JUNE 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Wood Shop	1 Russell Farm Open Art Autism Resource Fair
2	3	4	5	6	7	8 Orchid Workshop Russell Farm Open Art
		Gymnastics	Summer Fun Camp			
			Russell Farm Fun on the Farm Camp			
				Gymnastics		
9	10	11	12	13	14	15 Canning Workshop Russell Farm Open Art
		Summer Fun Camp				
	W	Gymnastics		Gymnastics		
16	17	18	19	20	21	22 Russell Farm Open Art
		Summer Fun Camp				
		Russell Farm Horse Camp				
		Gymnastics		Gymnastics		
23	24	25	26	27	28	29 Library Mud Day
		Summer Fun Camp				
		Gymnastics		Gymnastics		

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Parks and Recreation Director

MEETING: June 13, 2024

SUBJECT:

Consider recommending approval of the design for Meadowcrest Park (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

SUMMARY:

Staff is presenting two design options for Meadowcrest Park, these designs were developed based on the previous recommendations from the Parks Board.

RECOMMENDATION:

- 1.) Staff is requesting feedback and guidance from the Parks Board on two design options for Meadowcrest Park.

FISCAL IMPACT:

STAFF CONTACT:

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

Meadowcrest Park

*June 13, 2024- Parks Board
Staff Presenter: Daniel Shafer*

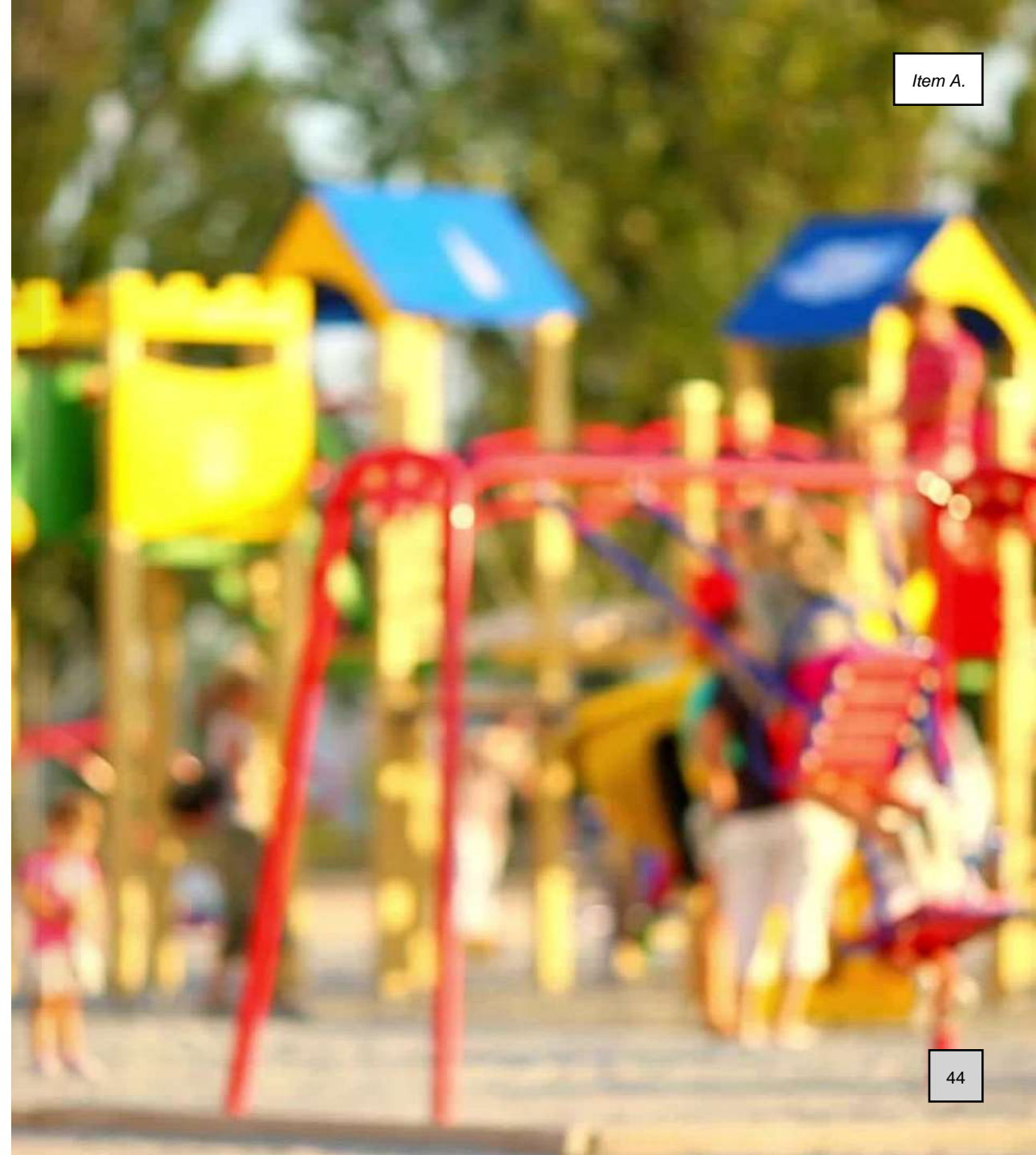


Overview

- Background
- History
- Playground Renderings
- Sports Court and Lighting
- Action Options

Background

- Meadowcrest Park has been approved as a 2024 project in the Parks Capital Improvement Program
- This project has been budgeted with \$400,000
- Public engagement was completed utilizing the format approved by City Council
- 2 Rounds of surveys have been completed to determine what features and improvements should be included in final design
- 9 playground manufacturers submitted concepts based on survey and staff feedback with project budgets in mind
- 4 concepts were sent to the community for voting
- Pickleball Court installation was supported by community vote for sports court surface



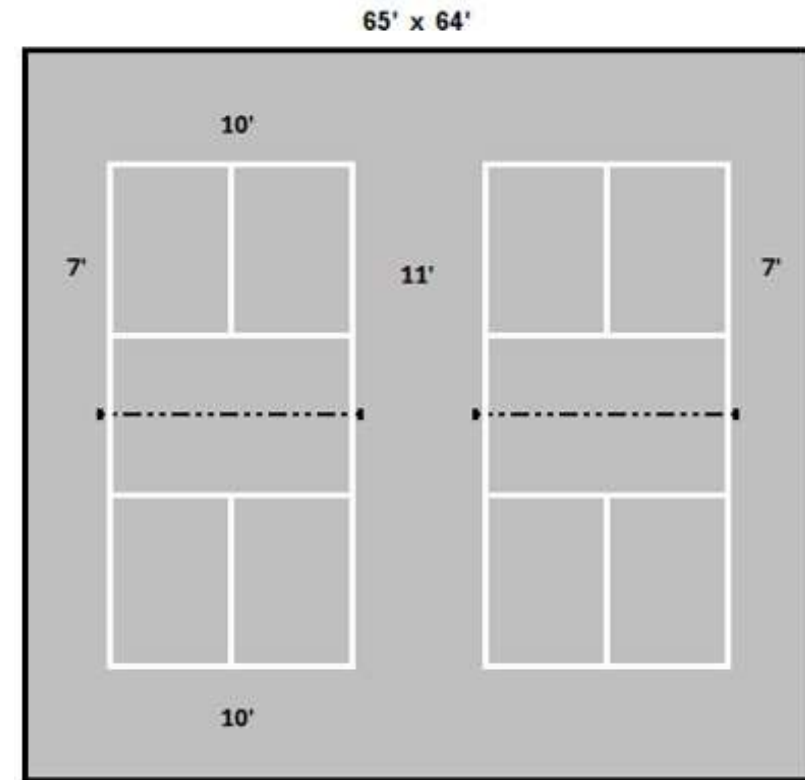
History

- On February 8, 2024 staff presented the results from public engagement and the community chosen design was for Meadowcrest Park
- The design included play structures, sensory panels, pour in place surfacing, swings, shade, furniture, and 3 lighted Pickleball courts
- Park Board requested to table the item until additional options for inclusive features and reduced quantities of courts could be researched

OPTION 1

Option 1

- Reduction of 3 Pickleball courts to 2 courts with lighting
 - 8' perimeter fencing with windscreens
 - Permanent nets
 - Solar Panel Lights
- Reallocate savings to additional shade and inclusive features
- Reallocated budget-\$65,180.77



Option 1- Inclusive Features

- Synthetic Turf surfacing-\$58,397.13
- Playcraft Custom Play System (Includes Trans Glide and Ramp)- \$100,240.08
- Sensory Panels- \$11,229.92
- Ground level musical features- \$8,838.50
- Inclusive swing set with shade- \$13,739.09
- Celebration Spinner- \$11,833.62



Option 1-Renderings



Option 1-Renderings



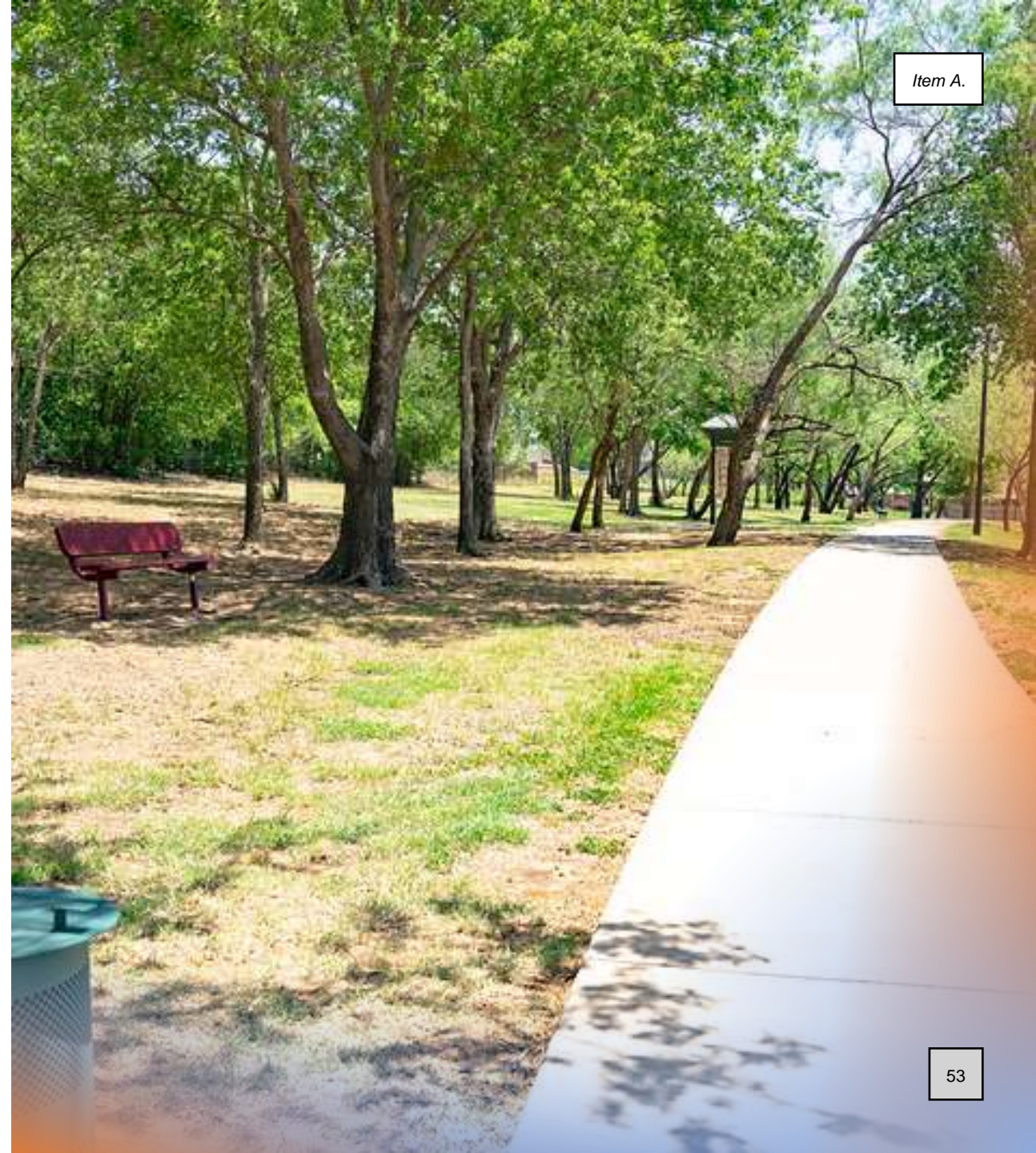
Option 1-Renderings



Option 1-Renderings

Budget Option 1- \$400,000

- Playground- \$285,180.77
- Pickleball Court- \$88,914.00
- Lighting- \$7,748.00
- Accessibility path to Pickleball court- \$5,000.00
- Irrigation and trees as landscape screen between courts and closest residents (10)- \$12,000.00
- Total- \$398,894.77



OPTION 2

Option 2

- Eliminate pickleball courts to create fully accessible playground in addition to ground inclusive features



Option 2- Inclusive Features

- Synthetic Turf surfacing- \$58,397.13
- Playcraft Custom Play System (Includes Ramps, Sensory Panels and Trans Glide)- Sensory Panels- \$155,764.00
- Ground level musical features- \$8,838.50
- Inclusive swing set with shade- \$13,739.09
- Celebration Spinner- \$11,833.62



Option 2-Renderings



Option 2-Renderings



Option 2-Renderings



Option 2-Renderings

Budget Option 2- \$400,000

- Playground- \$345,084.73
- Irrigation and Trees (15)- \$20,000
- Total- \$365,084.73
 - If this design is the recommended design, staff is seeking feedback on additional park improvements for remaining budget
 - Example: replace existing fitness stations



Playground

Approve

Option 1:

Playground with 2 Pickleball
Courts

Playwell- \$285,180.77

Dobbs Tennis Court LLC-

Approve

Option 2:

Fully Inclusive Playground

Playwell-\$345,084.73

Make Changes or Deny
Project Options