



Park Board Agenda

Thursday, December 12, 2024
6:00 PM

City Hall Council Chambers 141
W Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **GENERAL**

A. Consider approval of the minutes from the November 14, 2024, meeting. *(Staff Contact: Bailey Campbell, Senior Administrative Specialist)*

B. Consider approving excused absences for Park Board member, Sherry Scott's, absence from the December 12, 2024, January 9, 2025, and February 13, 2025 Park Board meetings. *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

3. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the board on an item NOT posted on the agenda, shall speak during this section.

A speaker card must be filled out and turned in to the Secretary prior to addressing the board. Each speaker will be allowed three (3) minutes.

Please note that the 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.

4. **REPORTS AND PRESENTATIONS**

A. Receive the November 2024 Department Update Presentation *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

B. December Community Calendar Attached

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

6. **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 4th of December 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

MEETING: December 12, 2024

SUBJECT:

Consider approval of the minutes from the November 14, 2024, meeting. (*Staff Contact: Bailey Campbell, Senior Administrative Specialist*)

SUMMARY:

RECOMMENDATION:

Approve

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

REFERENCE:

FISCAL IMPACT:

STAFF CONTACT:

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

BURLESON PARKS ADVISORY BOARD
November 14, 2024
MINUTES
DRAFT

Call to Order – 6:00 P.M.

Roll Call

Board Members Present

Sherry Scott
Tyler Knox
Matthew Quinn
Christian Schott
Ashli Logan
Shannan Sutter

Board Members Absent

Lindsey Cobb

Staff Present

Richard Abernathy, Administrative Services Director
Jen Basham, Director
Jessica Martinez, Deputy Director of Parks
Allison Smith, Deputy Director of Recreation
Daniel Shafer, Parks Superintendent
Bailey Campbell, Senior Administrative Specialist/Recording Secretary

Guests

None

1. **Call to Order: 6:00 PM**—Matthew Quinn called the meeting to order at 6:00 PM

2. **Citizen Appearances**

None

3. **General**

A. Consider approval of the minutes from the October 17, 2024, meeting. (Staff Contact: Bailey Campbell, Senior Administrative Specialist)

Sherry Scott made a motion to approve the item. Shannan Sutter seconded the motion. Motion passed 6-0. Absent Lindsey Cobb.

B. Consider recommending approval of July 4th Firework Shows procured through request for proposal number 2024-024 with Pyro Shows of TX with two optional one-year renewals at the total price of \$134,229. (Staff Contact: Allison Smith, Deputy Director of Recreation)

Allison Smith gave a presentation recommending approval of July 4th Firework Shows procured through request for proposal number 2024-024 with Pyro Shows of TX. A discussion followed.

Ashli Logan made a motion to approve the item. Sherry Scott seconded the motion. Motion passed 6-0. Absent Lindsey Cobb.

- C. Consider recommending approval of a project with TGS Sports LLC procured through a cooperative purchasing agreement in the amount of \$1,556,300 with a contingency of \$155,630 for the conversion of Buckskin, Morgan, Palomino, Highland, Dartmoor, Welsh, and Hackney fields at Chisenhall Fields to synthetic turf. (Staff Contact: Daniel Shafer, Parks and Athletics Manager)

Daniel Shafer gave a presentation recommending approval of a project with TGS Sports LLC for the conversion of Buckskin, Morgan, Palomino, Highland, Dartmoor, Welsh, and Hackney fields at Chisenhall Fields to synthetic turf. A discussion followed.

Tyler Knox made a motion to approve the item. Christian Schott seconded the motion. Motion passed 6-0. Absent Lindsey Cobb.

4. Reports and Presentations

- A. Receive a presentation on the City of Burleson's 311 Service. (Staff Contact: Richard Abernethy, Administrative Services Director)

Richard Abernathy gave a presentation of the City of Burleson's 311 Service. A discussion followed.

- B. Receive the October 2024 Department Update Presentation (Staff Contact: Jen Basham, Director of Parks and Recreation)

Allison Smith, Jen Basham, and Jessica Martinez reviewed departmental programs, events and revenues for the month of October 2024. A discussion followed.

- C. October Community Calendar Attached

A paper copy of the programming calendar was given to the board members.

5. Requests and Future Agenda Items and Reports

Christian Schott requested an agenda item or report on investment on Chisenhall Mountain Bike Trail signage.

Sherry Scott requested an agenda item or report on education on Egrets.

6. Adjourn.

Chairperson, Matthew Quinn adjourned the meeting.
Time – 6:56 P.M.

Bailey Campbell, Recording Secretary

Park Board

DEPARTMENT: Parks and Recreation
FROM: Jen Basham, Director of Parks and Recreation
MEETING: December 12, 2024

SUBJECT:

Consider approving excused absences for Park Board member, Sherry Scott's, absence from the December 12, 2024, January 9, 2025, and February 13, 2025 Park Board meetings. (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

SUMMARY:

The City of Burleson city charter addresses board member's absences from regularly scheduled board meetings under Article II Boards, Commission and Committees Section 2-34 Absence rule. Unless prevented from attending by sickness, a board member who is absent for three consecutive regular meetings of the park board without first having obtained leave of absence from the park board at a regular meeting, is deemed to have vacated the office, and the city council shall fill the vacancy in accordance with Section 2-34 of this Charter. Park Board may grant an absence at a Park Board Meeting.

Park Board member Sherry Scott will be absent and requesting council excuse his absences from December 12, 2024, January 9, 2025, and February 13, 2025 Park Board meetings.

RECOMMENDATION:

- 1) Park Board may approve the request for excused absences.
- 2) Park Board may deny the request for excused absences.

FISCAL IMPACT:

N/A.

STAFF CONTACT:

Jen Basham, CPRE
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: December 12, 2024

SUBJECT:

Receive the November 2024 Department Update Presentation (Staff Contact: 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

December 2024 - Park Board



MILITARY VETERANS TRIBUTE

TOOK PLACE ON NOVEMBER 9

ESTIMATED ATTENDANCE - 250

Item A.



FAR OUT FAMILY CAMP OUT

TOOK PLACE ON NOVEMBER 9

ATTENDANCE - 112

10



**SANTA'S
BREAKFAST**

TOOK PLACE ON
DECEMBER 7



**BTXMAS CHRISTMAS
IN BURLESON**

TOOK PLACE ON DECEMBER 7

Item A.



**NIGHTS OF LIGHTS
AT THE FARM**

DECEMBER 11 - 14



CHRISTMAS ON THE FARM

DECEMBER 14

11

UPDATE

PROGRAMS & ATHLETICS

November Recap:

Gymnastics (25)

Women's Self-Defense (8)

Pickleball (11)

Sporties for Shorties (3)

Homeschool P.E. (36)

Thanksgiving Mini Camp (19)

BTX Night Hike (17)

Happening This Month:

Winter Fun Camp - December 23, 26, 27,
30, 31, January 2, & 3



Item A.

UPDATE

RUSSELL FARM

November Recap:

Canning (18)

Date Night Experience (16)

Happening This Month:

Saturday Morning Sketch Group -
December 7

Nights of Lights - December 11 - 14

Christmas on the Farm - December 14



Item A.

COMMUNITY ENGAGEMENT

Facebook Followers: 19,213 (123 increase)

Instagram Followers: 1,889 (5 increase)

Listen to our podcast, 'A Walk in the Park,' on
Spotify!

Facebook Highlight - TJ in the Christmas Tree

Post Reach: 16,720

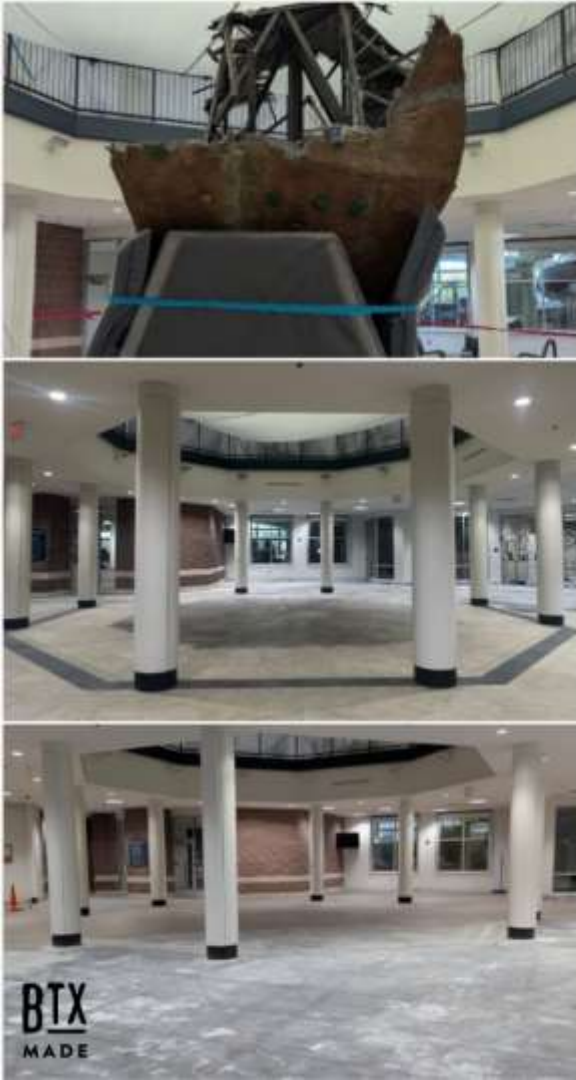
Post Impressions: 16,903



VOLUNTEER OPPORTUNITIES

- BTX Pop Up Family Photos – Dec. 1 & 14
- Santa's Breakfast – Dec. 7
- Christmas on the Farm – Dec. 14
- Nights of Lights – Dec. 11-14





BRICK PROJECTS

Item A.

LOBBY REMODEL
CONSTRUCTION:
IN PROGRESS

HVAC
CONSTRUCTION:
SPRING 2025

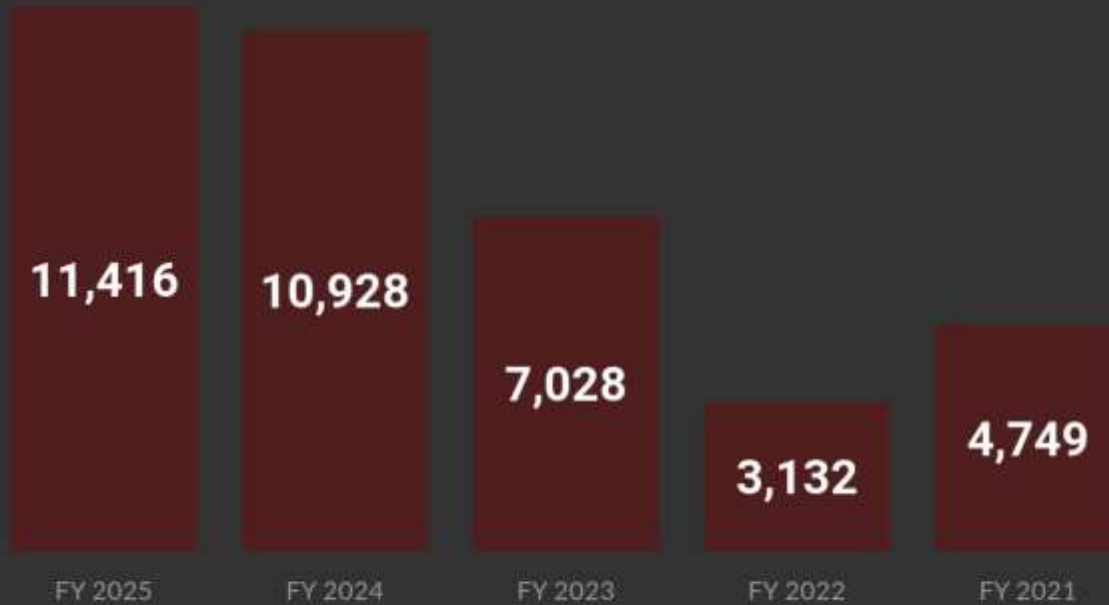
DEHUMIDIFICATION
SYSTEM
CONSTRUCTION:
FALL 2025

INDOOR POOL
REPLASTER
CONSTRUCTION:
FALL 2025

INDOOR POOL
SAND FILTERS
CONSTRUCTION:
FALL 2025

MEETING ROOM AV
& WOMENS
LOCKERS
Mtg Rms in progress
Lockers scheduled for
January 2025

BRICK MEMBERSHIPS - MONTH OF NOVEMBER



Item A.

ALL PROGRAMS - NOVEMBER

Item A.

FY 24

298

PARTICIPANTS

FY 25

198

PARTICIPANTS



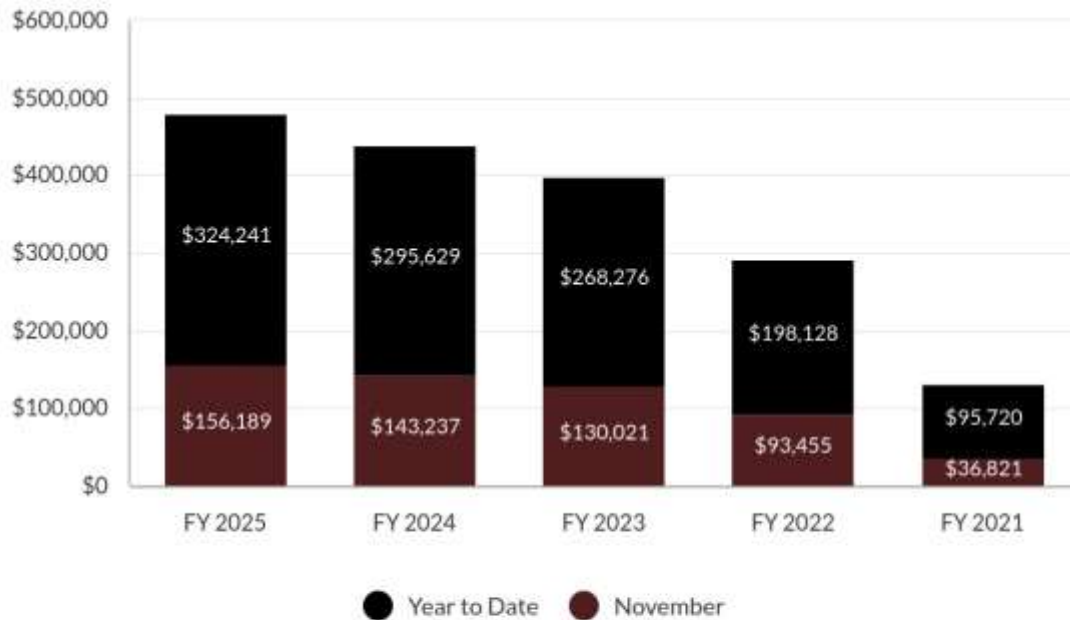
18



BRICK REVENUE

Item A.

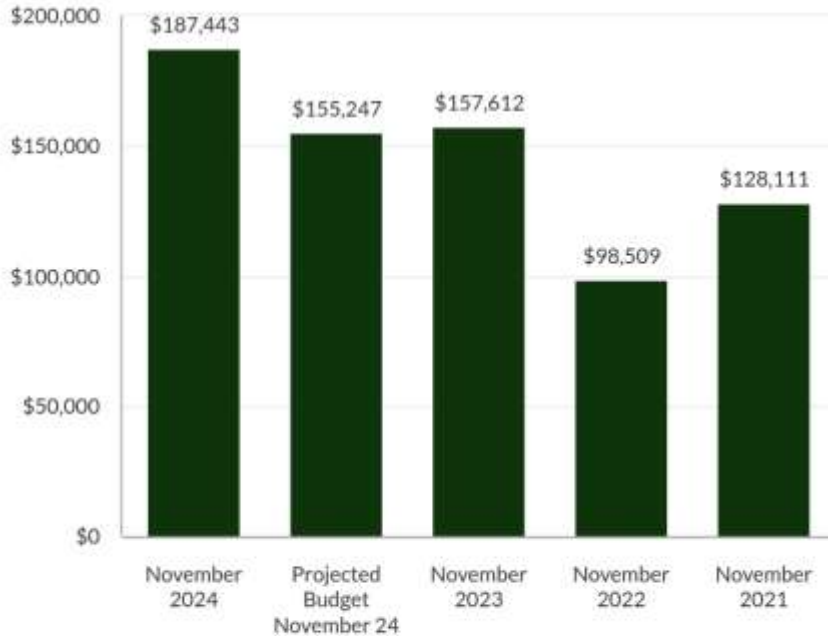
This chart reflects revenue for the current month as well as year to date.



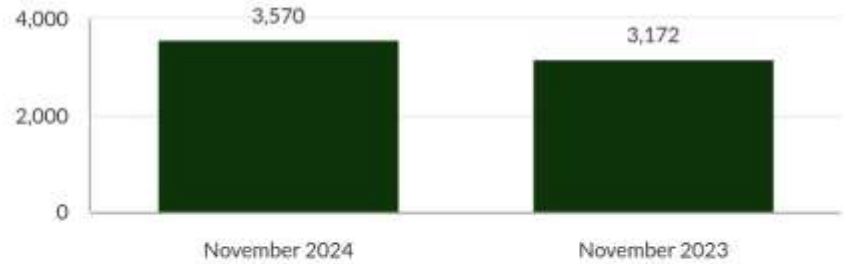
Hidden Creek Golf Course- November Comparisons

Item A.

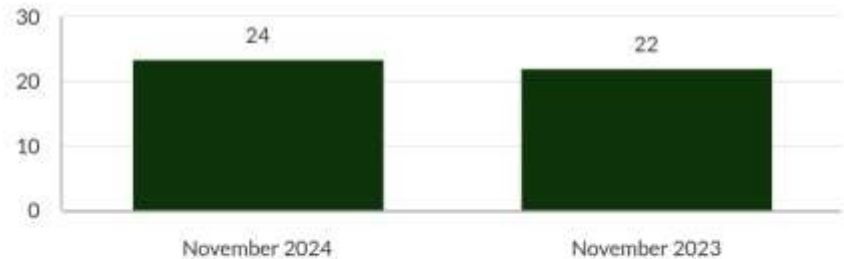
November Revenue



Rounds Played in November



Playable Days * updated criteria with partial days



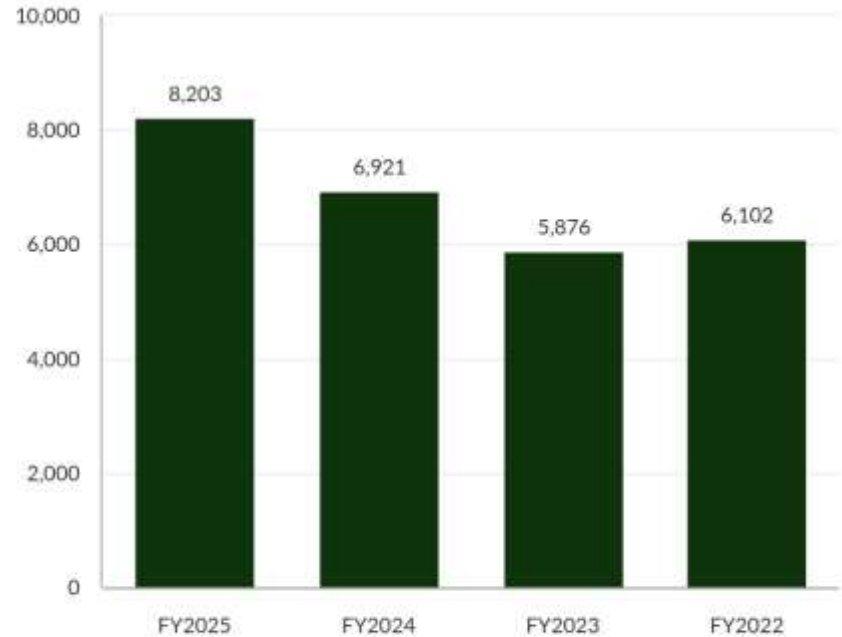
Hidden Creek Golf Course- Year to Date

Item A.

Revenue YTD October -November



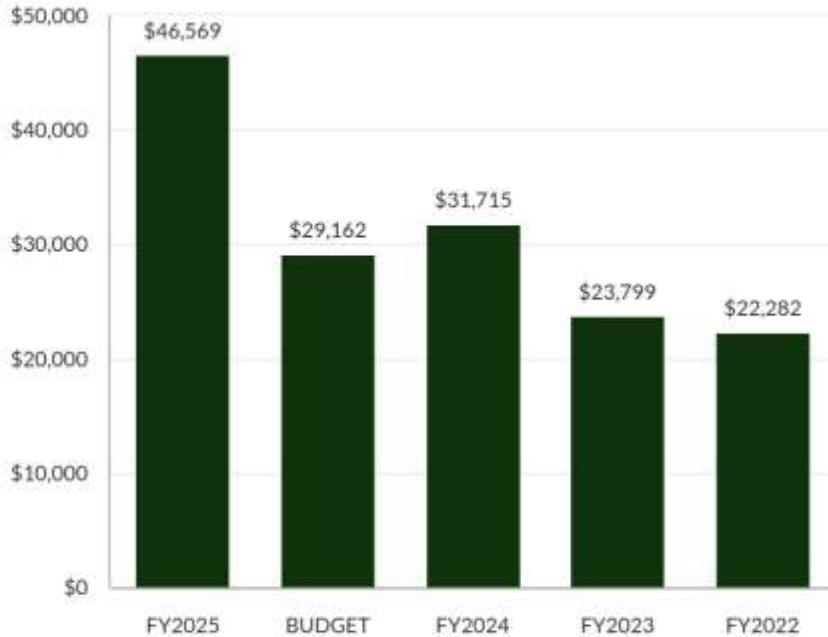
Rounds Played YTD October - November



Hidden Creek Golf Course- Pro Shop and FB Revenue Year to Date

Item A.

Pro Shop Revenue YTD October - November



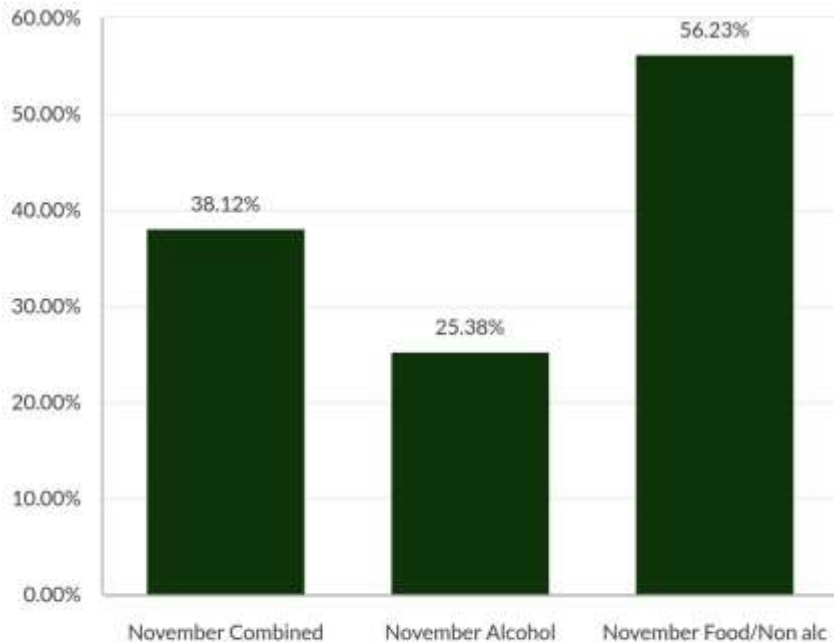
Food and Beverage Revenue YTD October - November



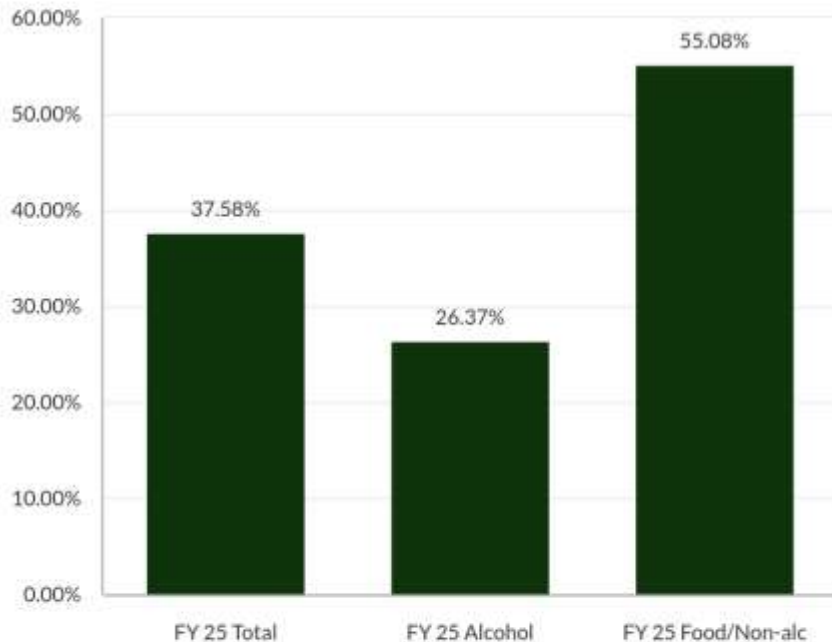
Hidden Creek Golf Course- Food and Beverage Cost of Sales Percentages

Item A.

Food and Beverage Cost of Sales % by Department



Food and Beverage Cost of Sales % Combined YTD

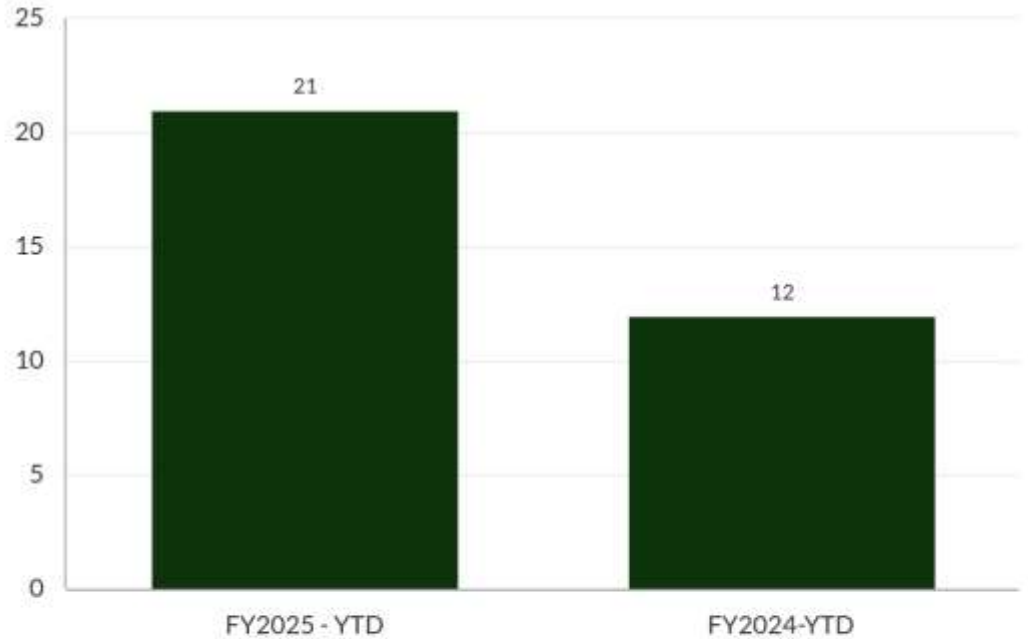


Hidden Creek Golf Course- Tournaments

Item A.



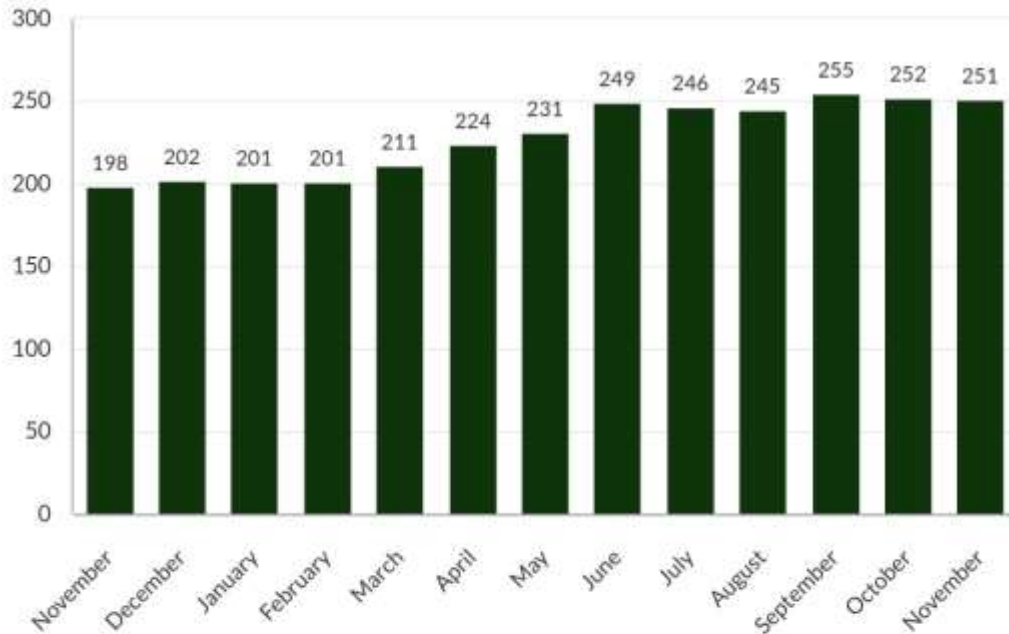
Tournaments YTD



Golf-Memberships

— 251 Current Members

Players Club



Item A.



25



CAPITAL PROJECTS UPDATES

Item A.

MEADOWCREST PARK

COMPLETED:

RIBBON CUTTING HELD ON 12/5

SCOTT STREET TRAILHEAD IMPROVEMENT

CONSTRUCTION:

DECEMBER 2024

CENTENNIAL TURF CONVERSION

CONSTRUCTION:

MARCH 2025

PARKS MASTER PLAN

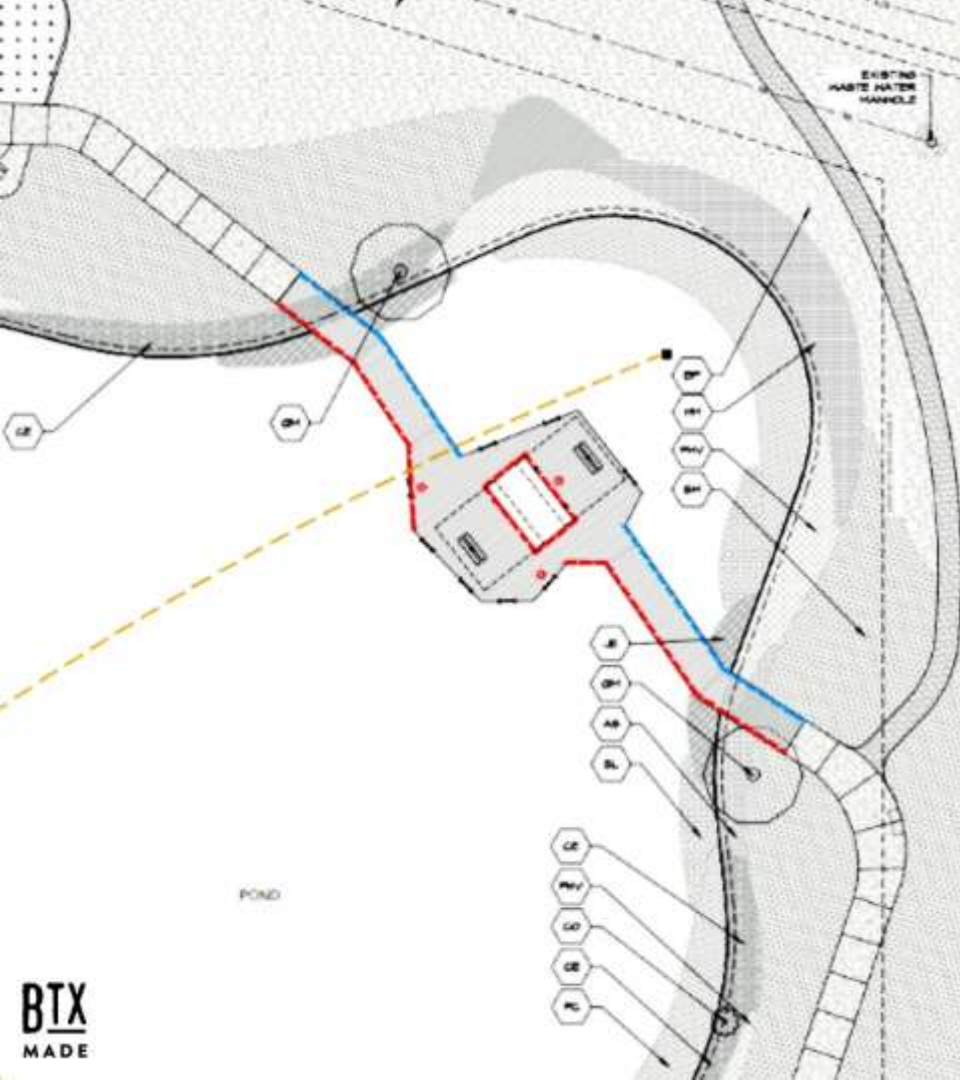
ENGAGEMENT:

APRIL 2025

CENTENNIAL PARK

IN PRODUCTION:

FEBRUARY 2025



CAPITAL PROJECTS UPDATE Item A.

SHANNON CREEK

DESIGN / BIDDING GOAL

JANUARY 2025

GREEN RIBBON

COUNCIL CONSTRUCTION AWARD CONSIDERATION

DECEMBER 2024

COMMUNITY PARK

DESIGN



\$6,347.40

**SOLAR LIGHT
INSTALLATION SAVINGS**

\$5,821.67

CONCRETE WORK SAVINGS

Item A.

\$13,735

GRADING AND DIRT WORK SAVINGS

\$7,741.94

**KIDS AROUND THE
WORLD DEMO SAVINGS**

MEADOWCREST IN-HOUSE PROJECT HIGHLIGHT: \$33,646 COST SAVINGS

PARK OPERATIONS

Item A.

PLAYGROUND INSPECTIONS

32

1 MINOR REPAIRS:

- HERBELE PARK: REPLACED PLAYGROUND CRACKED TUBE

GRAFFTI ABATEMENTS

4

- HERBELE PARK; HERBELE TRAIL (2); AND CINDY PARK



NICK BOCKS, PARKS CREW MEMBER

29

Feedback?

DECEMBER 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Sports 101 Women's Self Defense	3 Archery TaeKwonDo & Gymnastics	4 Kung Fu	5 TaeKwonDo & Gymnastics	6 Kung Fu	7 Santa's Breakfast Drop-N-Shop BTXMAS Event
8	9 Sports 101	10 Archery Open Play Pickleball TaeKwonDo & Gymnastics	11 Kung Fu	12 13 Nights of Lights at Russell Farm		14 Christmas on the Farm
15	16 Sports 101	17 Archery Open Play Pickleball TaeKwonDo	18 Kung Fu	19 TaeKwonDo	20 Open Play Pickleball Kung Fu	21 Boo Bash Festival Russell Farm Open Art
22	23 Winter Fun Camp	24 Open Play Pickleball	25	26 TaeKwonDo	27 28 Winter Fun Camp Open Play Pickleball Kung Fu Russell Farm Open Art	
29	30 Winter Fun Camp	31 TaeKwonDo				