



Park Board Agenda

Thursday, January 05, 2023
6:00 PM

City Hall Council Chambers 141
W Renfro
Burleson, TX 76028

1. Call to Order
2. General
 - A. Consider approval of the December 8, 2022 minutes. *(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)*
 - B. Recommend approval of a construction contract with G Rod Construction for the renovation of the Bartlett Park soccer fields in the amount not to exceed \$1,002,698.60. *(Staff Presenter: Jen Basham, Parks and Recreation Director)*
 - C. Consider recommending approval of the outdoor pool shade structure project. *(Staff Presenter: Allison Smith, Recreation Manager)*
3. Citizen Appearances
4. Reports and Discussion Items:
 - A. Receive a report, hold a discussion, and consider recommending approval regarding the design and construction of park monument signage. *(Staff Presenter: Jessica Martinez, Recreation Manager)*
 - B. Parks and Recreation Departmental Updates. *(Staff presenter: Jen Basham, Parks and Recreation Director)*
5. Community Announcements
 - A. Community Announcements:
Attached
6. Board Requests for Future Agenda Items or Reports
7. Adjourn

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

CERTIFICATE

I hereby certify that the above agenda was posted on this the 30th of December 2022, by 5:00 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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Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: January 5, 2023

SUBJECT:

Consider approval of the December 8, 2022 minutes. *(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)*

SUMMARY:

OPTIONS:

- 1) Approve as presented
- 2) Approve with changes

RECOMMENDATION:

N/A

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

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

BURLESON PARKS ADVISORY BOARD
December 8, 2022
DRAFT
MINUTES

Call to Order – 6:00 PM

Roll Call

Board Members Present

Shannan Sutter
Lindsey Cobb
Sherry Scott
Matthew Quinn
Nathan Nakamura
Michael Massey
Jessie Farris

Board Members Absent

Staff in Attendance:

Jen Basham (Director of Parks and Recreation)
David Lopez (Deputy Director, Parks)
Allison Smith (Recreation Manager)
Kerry Montgomery (Senior Administrative Secretary)

Guests

None

1. Call to order: 6:00 PM

2. General

A. Consider approval of the November 10, 2022 meeting minutes. (Staff presenter: Kerry Montgomery, Senior Administrative Secretary)

A motion was made by Michael Massey to accept the minutes as presented. Jessie Farris seconded the motion. The motion passed 7-0.

3. Citizen Appearances

None

4. Reports and discussion items:

A. Consider recommending approval of a contract with Progressive Commercial Aquatics, Inc. through a cooperative purchasing agreement with BuyBoard in the amount of \$99,667.50 for the purchase of replacement Outdoor Pool sand filters for the Burleson Recreation Center. (Staff presenter, Allison Smith, Recreation Manager)

One of the two Outdoor Pool sand filters has a crack and is slowly leaking water. Due to a repair or patch not being a long-term solution and the filter with the crack being the bottom filter, both filters need to be completely replaced to resolve the issue. This project was approved as a supplemental in the FY 22-23 budget. Staff is seeking to correct this issue by replacing both sand filters for the Outdoor Pool. The sand filters take six to eight weeks to produce and the installation would be complete by March 2023. A discussion followed. A motion was made by Sherry Scott to approve the contract as presented. Jessie Farris seconded the motion. The motion passed 7-0.

B. Recommend approval of a contract with the Brandt Companies, LLC through a cooperative purchasing agreement with BuyBoard in the amount of \$160,255 for the purchase of new AC control software and computer boards for the Burleson Recreation Center. (Staff presenter: Jen Basham, Director of Parks and Recreation)

The current AC control software and computer boards at the BRiCk have been failing for over a year. The issues have caused inconsistent temperatures and have made it very difficult to regulate and correct temperature issues in a timely manner. The main issue is due to the software not properly communicating with the computer boards in the units. In order to maintain comfortable temperatures, most of the units require staff to manually open and close the valves. Staff met with multiple contractors to discuss solutions and ultimately determined that Brandt Companies provided the most cost effective viable solution. This project was approved as an FY 22-23 capital improvement project for \$500,000, the final cost came in under budget at \$160,255. Staff is seeking to correct this issue by installing the new software Niagara 4 along with new computer boards for each unit. This software will give us the capability to make adjustments to individual preset zones all through the online system. It will also have a notification system that will alert staff when there is a malfunction. During this installation, all AC units, valves, dampers, sensors, etc. will be checked and recommended for replacement as needed. A discussion followed. A motion was made by Lindsey Cobb to approve as presented. Michael Massey seconded the motion. The motion passed 7-0.

C. Consider recommending approval of a contract with Simplot Turf and Horticulture for the purchase of fertilizer and chemicals used for maintaining the golf course greens, tees and fairways of Hidden Creek Golf Course in the amount not to exceed \$90,000. (Staff presenter: Jen Basham, Director of Parks and Recreation)

The golf course uses fertilizers, fungicides, and herbicides to promote healthy turf grass and to control unwanted weeds and fungus growth on the greens. Purchases will be a combination of Sole Source (Simplot is the only company that makes that mix), Agency pricing (manufacturer sets the price regardless of distributor) and BuyBoard contract #611-20. The golf course has an annual budget of \$90,000 and is able to lock in pricing by early ordering fertilizers and chemicals. Additionally, manufacturers offer rebates of 3% to 10% for early ordering. Shannan Sutter made a motion to approve as presented. Sherry Scott seconded the motion. The motion passed 7-0.

- D. Recommend approval of an ordinance amending the City Budget for fiscal year 2022-2023 by increasing appropriations of funds in the amount of \$600,900 for various projects at Hidden Creek Golf Course. (Staff presenter: Jen Basham, Director of Parks and Recreation)**

Hidden Creek Golf Course has been working to repair deferred maintenance items along the course. Many improvements have occurred over the past year. Staff has developed a five year capital improvement plan to address long term capital needs at the course. A request has been made to staff to bring forward an item for council consideration to advance funds for various deferred maintenance items in the capital plan. Projects include: Consolidating the 5 year bunker replacement plan to 1 Add projects to repair drainage issues throughout the course Add additional funds to the operating budget for repairs to the cart path Add a blade aerator to break up compacted soil along fairways and greens to ensure that nutrients can be absorbed into soil The total request for the amendment is \$600,900 and will be funded through 4B. A discussion followed. Burleson resident, Bill Janusch spoke to the board expressing his concerns regarding drainage issues at the golf course. Shannan Sutter made a motion to approve the amending of the ordinance as presented. Lindsey Cobb seconded the motion. The motion passed 7-0.

- ~~E. Recommend a resolution approving the acquisition of real property at 2410 SW Hulen St. Burleson, TX from Marilyn Bleeker in the name of the City of Burleson and authorizing the expenditure of funds. (Staff presenter: Jen Basham, Director of Parks and Recreation)~~**

Jen Basham, Director of Parks and Recreation requested item 4E be removed from the agenda. This item will be presented to the Burleson City Council for consideration at the (December 12, 2022) regular city council meeting.

- F. Parks and Recreation Department Updates. (Staff presenter: Jen Basham, Director of Parks and Recreation)**

The board was briefed with a presentation in regards to special events, programming, revenue and capital improvement projects for the BRiCK, Golf, Russell Farm, and Parks.

5. Community Announcements

The board was provided a calendar of December recreation activities.

6. Board requests for future agenda items or reports.

None

Adjourn:

There being no further business, Chairperson Matthew Quinn adjourned the meeting.
Time – 6:47 PM

Kerry Montgomery, Senior Administrative Secretary

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Parks and Recreation Director

MEETING: January 5, 2023

SUBJECT:

Recommend approval of a construction contract with G Rod Construction for the renovation of the Bartlett Park soccer fields in the amount not to exceed \$1,002,698.60. *(Staff Presenter: Jen Basham, Parks and Recreation Director)*

SUMMARY:

The Bartlett Park soccer fields were built in 2016 to include 16 fields. Each field was designed be individually crowned in an attempt to optimize surface drainage. Over time, the grades on most of the fields have failed and adversely impacted play. Additionally, crowning to individual fields limited ability to shift play as needed or provide flexibility in programming. The renovation of the soccer fields includes regrading to maximize programming and quality of play. In addition, the irrigation with be updated and new sport-grade turf will be installed.

OPTIONS:

- 1) Approve as presented
- 2) Approve with changes
- 3) Deny

RECOMMENDATION:

Staff recommends approving as presented.

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

FISCAL IMPACT:

\$1,002,698.60 will be funded through 4B as part of the 2023 Parks Capital Improvement Plan.

STAFF CONTACT:

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

An aerial photograph of a soccer field serves as the background. A semi-transparent green rectangular box is positioned in the upper-left portion of the field. Inside this box, the title 'Exhibit 2 - Staff Presentation-Bartlett' is written in large white font. Below the title, the text 'Park Board January 5, 2023' is written in a smaller white font. In the top right corner of the slide, outside the green box, is a small white box with the text 'Item B.'. In the bottom right corner, outside the green box, is another small white box containing the number '10'.

Exhibit 2 - Staff Presentation-Bartlett

Park Board
January 5, 2023

Overview

Item B.

- ① Background
- ② Current Layout
- ③ New Layout
- ④ Project Scope
- ⑤ Bid Summary
- ⑥ Timeline
- ⑦ Action Options

Background

- The City has a long standing partnership with Burleson Soccer Association to manage soccer leagues for the community. The current site at Bartlett is maintained by BISA, and the City funds the utilities and surrounding maintenance for the park
- 2016 - Bartlett Park Soccer Complex built with 16 fields on 8 acres of City property adjacent to the Recreation Center
- 2021 - Burleson Independent Soccer Association (BISA) inquires about possibility to have fields renovated due to severe grading issues which caused safety concerns
- Early 2022 - Soccer field renovations added to Parks and Recreation's Capital Improvement Program (CIP) to address turf and grading issues identified
- Spring 2022 - Parks met with BISA to collect feedback on ideal layout for soccer programming at site
- Summer 2022 - Entered into agreement with Kimley Horn and Associates for renovation and grading plans for soccer fields

Current Layout-16 total fields, with 14 usable fields

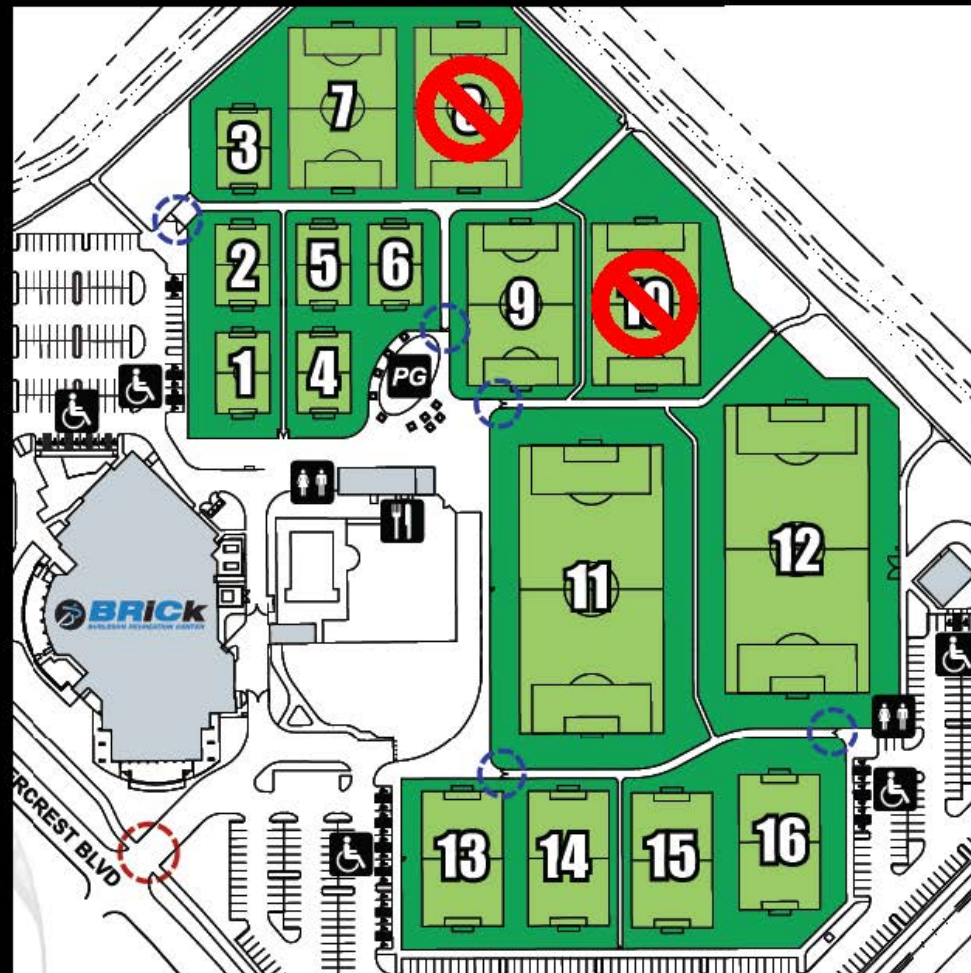
Item B.

Challenges with grading exist across all 16 fields, fields 8 & 10 have become unusable for play due to conditions

Current State

AGE GROUP	FIELD COUNT
U4	2
U5 to U6	4
U7 to U8	4
U9 to U10	2
U11 to U12	2
U13 and Above	0
Total Fields	14

- Field #8 & #10 currently unusable due to grading issues
- No U13+ field currently at Summercrest
- U7-U8 fields located far south end of facility away from restrooms and playground




Proposed State

AGE GROUP	FIELD COUNT
U4	2
U5 to U6	4
U7 to U8	4
U9 to U10	4
U11 to U12	2
U13 and Above	1
Total Fields	17

Changes:

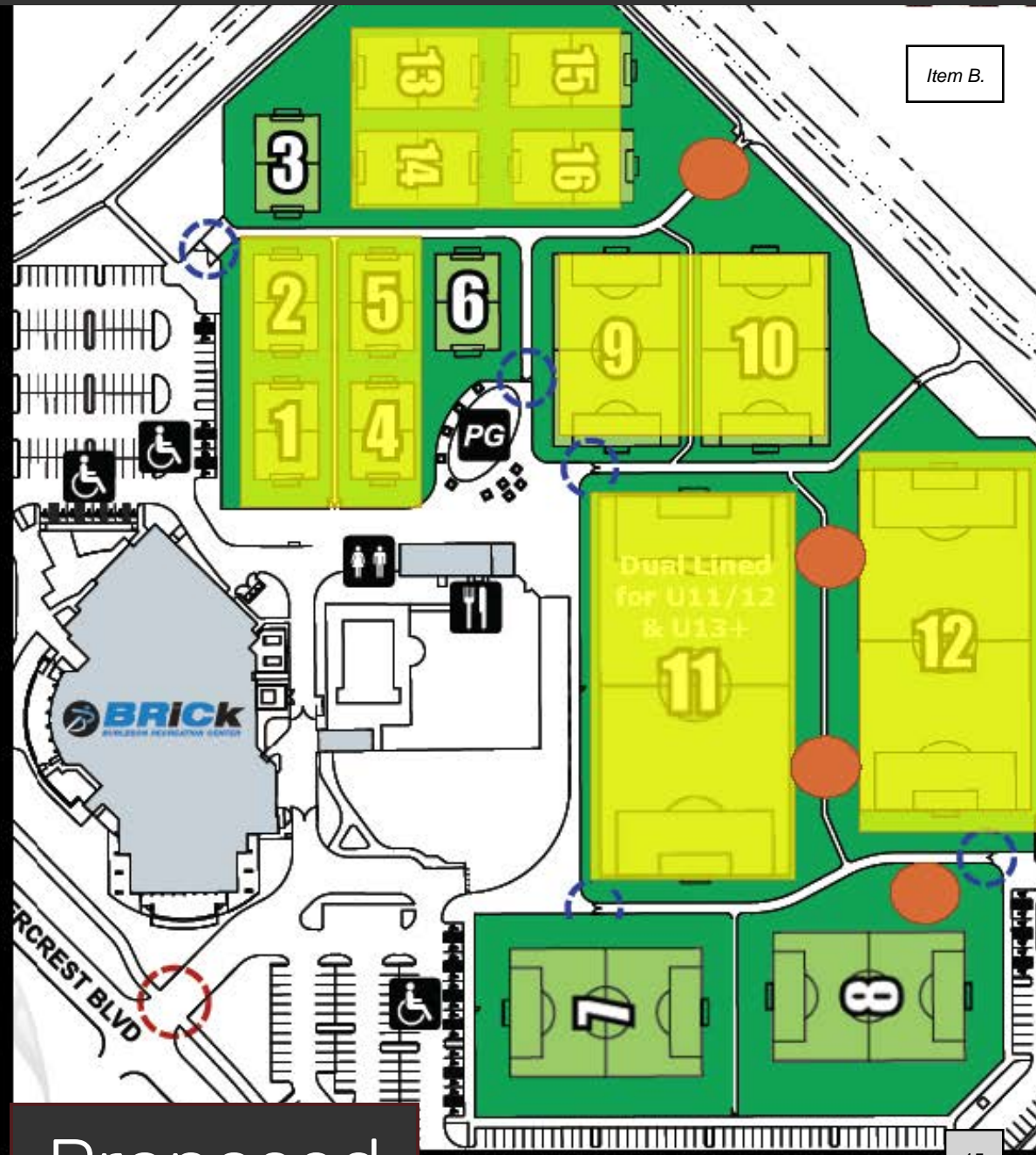
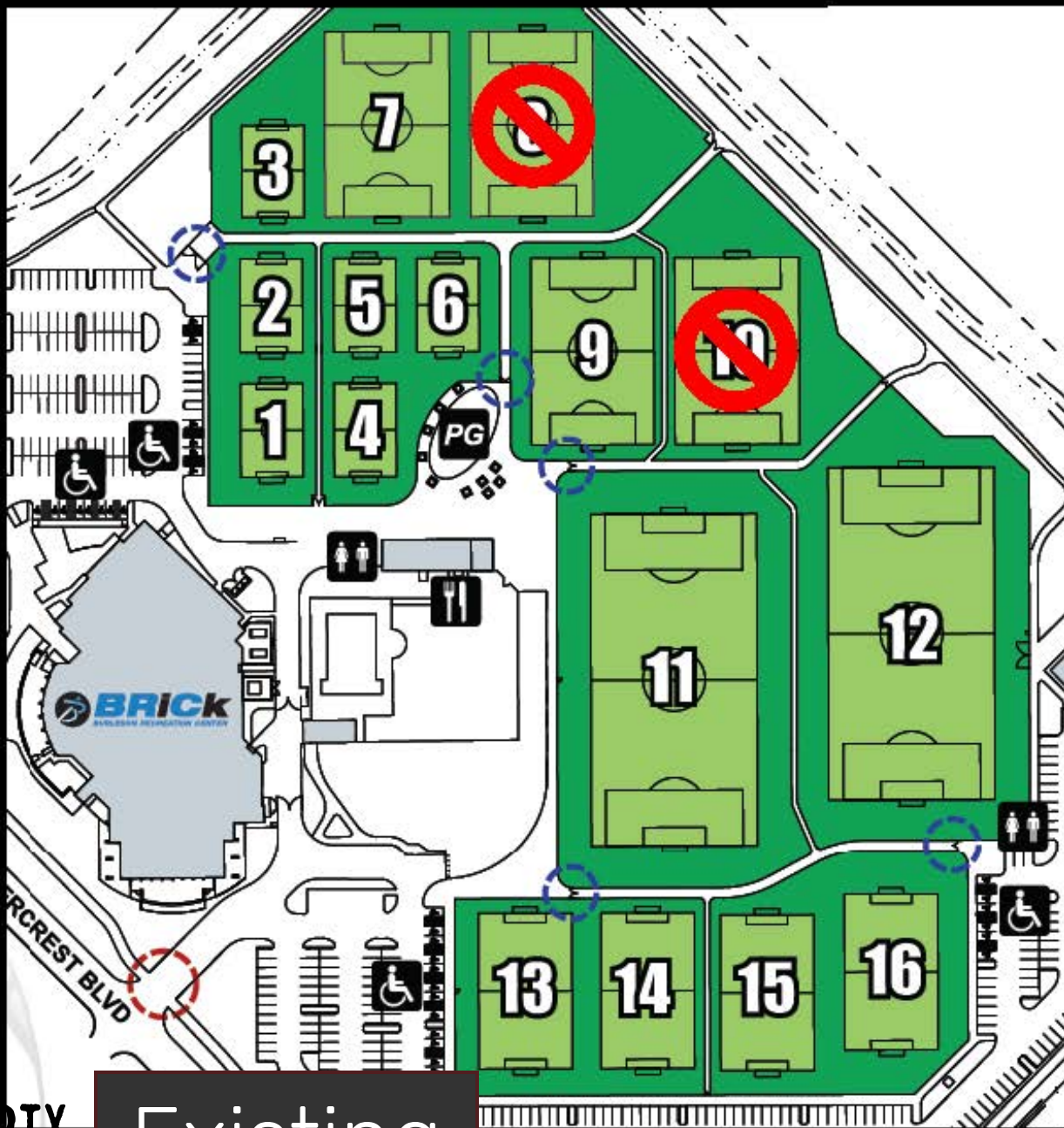
- Plus 2 U9-U10 Fields
- Plus 1 U13+ Field
- All U8 and below fields located on North end of facility closer to restrooms and playground.

-  = Preferred Lighting Layout
-  = Possible Shade Sites



Item B.

Lighting and shade was not included as part of the scope of this project.
BISA has provided preferred lighting layouts as a future CIP request



Existing

Proposed

Project Scope

Item B.

- Regrading to area to maximize drainage, playability and safety within floodplain and floodway compliance
- Installing irrigation to new layout
- Amending soils with approved materials
- Planting new Latitude 36 Bermudagrass sod on all fields and common areas within complex for better quality of play
- Removed unnecessary connector paths to maximize playable areas
- Improved layout to better maximize playability and user experience for families with kids in multiple age groups



Bid Summary

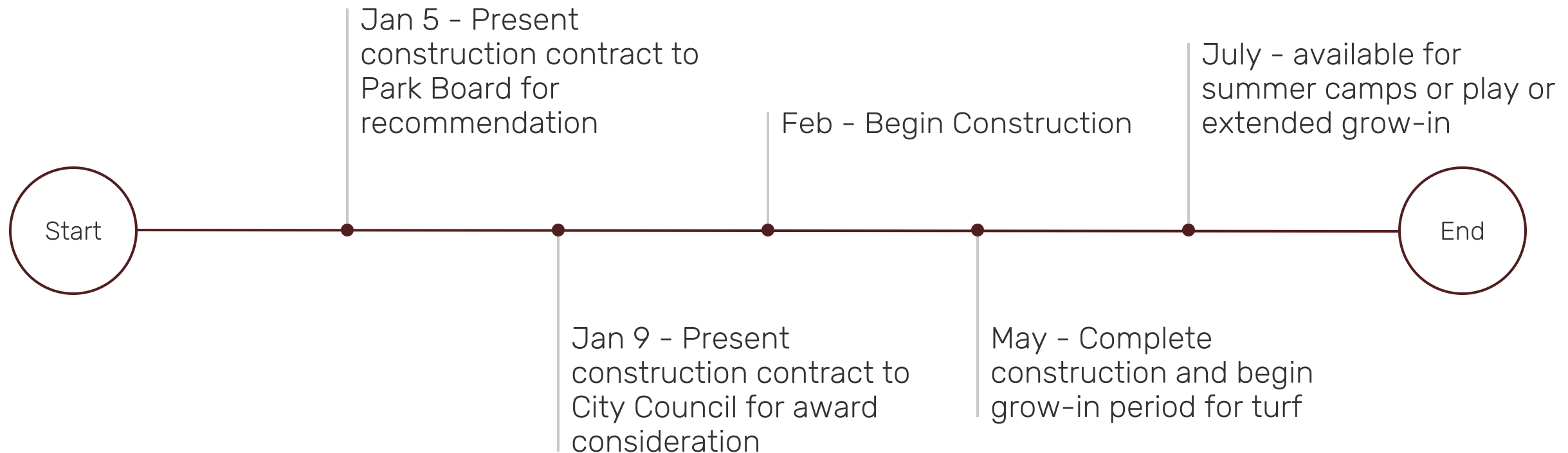
Item B.



- Funding: \$1,500,000 has been programmed into the FY 2023 Parks CIP for this project
- RFB was issued and scored on the following criteria:
 - Cost of Goods
- Total Qualified Bids: 4
- Bid Range:
 - High \$1,589,723.90
 - Low \$1,002,698.60
- Recommended Best Overall Value
 - Contractor: G Rod Construction
 - Bid:\$1,002,698.60
 - This includes 10% contingency of \$100,269.86

Estimated Timeline

Item B.



Options

Item B.

Staff recommendation



Recommend awarding a contract
with G Rod Construction in the
amount of \$1,002,698.60 for the
construction of soccer fields at
Bartlett Park



Deny

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: January 5, 2023

SUBJECT:

Consider recommending approval of the outdoor pool shade structure project (*Staff Presenter: Allison Smith, Recreation Manager*)

SUMMARY:

The Outdoor Pool does not currently have any permanent shade structures for members and guests. Over the last 12 years staff implemented multiple temporary umbrella shades without success due to the umbrellas becoming airborne in wind. This caused concern for patron safety and the umbrellas were removed.

By reallocating funds, we are seeking to correct this issue by installing three permanent shade structures and furniture. We are proposing the shade structures be purchased by the same company that designed and installed the splash pad to ensure synchronicity in the design of both shades. These structures will provide highly requested shade and seating for those enjoying the Outdoor Pool this summer.

OPTIONS:

- 1) Recommend approval as presented
- 2) Recommend with changes
- 3) Deny

RECOMMENDATION:

Staff recommendation is approving the purchase of four shade structures, pool deck expansion, and furniture for the Outdoor Pool.

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

FISCAL IMPACT:

Budgeted Y/N: N

Fund Name: 4B
Full Account #s:
Amount: \$133,632.43
Project (if applicable):

Financial Consideration

STAFF CONTACT:

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

Brick Outdoor Pool Shade Structure & Furniture

Park Board-January 5, 2023

Staff Presenter: Allison Smith, Recreation Manager



Outdoor Pool Shade Structure & Furniture

Item C.

- ① Background
- ② Funding
- ③ Replacement Details
- ④ Options



Background

Item C.

- The Outdoor Pool does not currently have any permanent shade structures for guests
- Over the last 12 years staff has implemented multiple temporary umbrella shades without success due to the umbrellas becoming airborne in wind
 - This caused concern for patron safety and the umbrellas were removed



Funding

Item C.



Funding: Excess funding in the amount of \$360,000 has been identified from HVAC savings

Project Cost: \$133,632.43

- 3- 20x20 shades-\$88,562.94
- 3,130 sq ft concrete slab estimated-\$35,000
- 6 Hexagon sundeck picnic tables-\$10,069.49
- This project was requested by a council member after budget submittals for FY 22-23 deadlines had passed

Replacement Details

Item C.



SHADE SAILS WILL BE
BLACK AND MATCH
EXISTING SHADES AT
THE SPLASH PAD



TABLES WILL BE BLACK WITH
BLACK BASES AND MATCH
EXISTING SUNDECK
FURNITURE AT THE INDOOR
POOL

Expand pool deck to provide adequate room for shade structures & furniture

Install four permanent shade structures

The shade structures are being purchased through a cooperative purchasing agreement with Kraftsman, Inc. The same company that designed and installed the splash pad. The concrete slab and furniture will be purchased through separate vendors. The slab will come forward as a future council item since the total project cost exceeds the threshold

Install picnic tables under each shade structure for additional seating

Layout

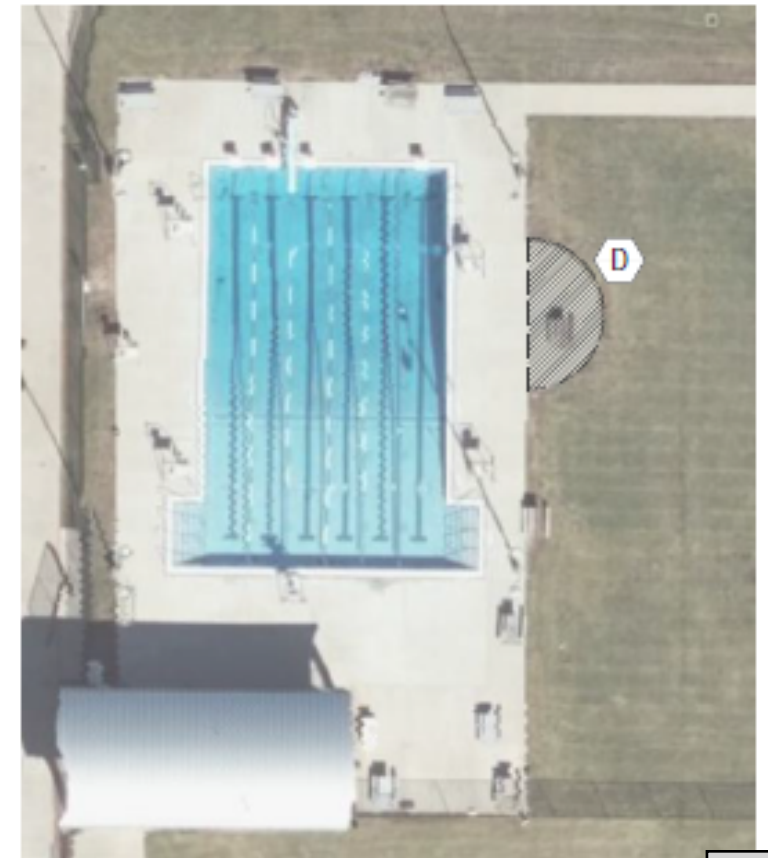
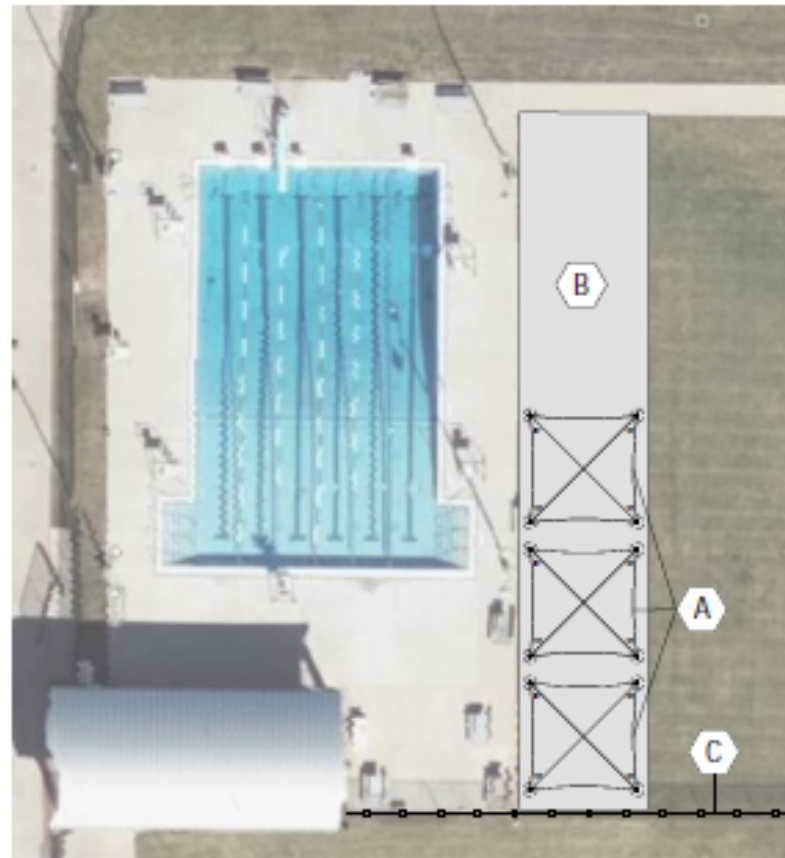
Item C.

3-20x20 shades, expanded pool deck for sunbathing with new loungers (purchased at the end of FY 21)

LEGEND		
○	DESCRIPTION	QTY
A	20'x20' Kite Sail Shade Eave height: 10' & 16' Total post height: 10.5' & 16.5'	3
B	Proposed Concrete Pad	3130 SF
C	Existing fence to remain	-
D	Existing concrete to be removed	313 SF



Pictures may not depict actual proposed equipment



Timing

Item C.



If approved the project is estimated to take 12 weeks

Estimated Completion: Late April 2023

The outdoor pool is scheduled to open Memorial Day weekend

Options

Item C.

- Recommend approval as presented
- Recommend approval with changes
- Deny



Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: January 5, 2023

SUBJECT:

Receive a report, hold a discussion, and consider recommending approval regarding the design and construction of park monument signage. (*Staff Presenter: Jessica Martinez, Recreation Manager*)

SUMMARY:

Park monument signage has been approved as a FY 2023 through FY 2027 project in the Parks Capital Improvement Program to acquire/update park signage. This project has been budgeted with \$65,000 annually over the next 5 years. This year's project includes design and construction of two neighborhood signs.

OPTIONS:

- 1) Recommended approval as presented
- 2) Deny

RECOMMENDATION:

Staff recommendation is to approve neighborhood sign, concept A.

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

Park monument signage has been approved as a FY 2023 through FY 2027 project in the Parks Capital Improvement Program.

FISCAL IMPACT:

Budgeted Y/N: Y

STAFF CONTACT:

Jen Basham
Parks and Recreation Director

jbasham@burlesontx.com
817-426-9201

Park Monument Signs

Park Board: January 5, 2023

Staff Presenter: Jessica Martinez, Recreation Manager

Oak Valley
Park
North



City of Burleson
Dedicated 1998



Presentation Points

- 1 Background
- 2 5 Year Plan
- 3 Year 1: Implementation
- 4 Proposed Sign Designs
- 5 Options and Staff recommendation

Background

Item A.



- Park Monument Signage has been approved as a **FY 2023 through FY 2027** project in the Parks Capital Improvement Program to acquire/update park signage.
- This project has been budgeted with \$65,000 annually over the next 5 years.

5 Year Plan

Item A.

Park selection prioritized by: (1) Parks without signage (2) Parks with recently completed refurbishments, or scheduled refurbishments



Year 1: FY 2023

Design: Neighborhood Park

Neighborhood Sign Construction: Elk Ridge (No existing signage; Scheduled renovation, Spring 2023)

Neighborhood Sign Construction: Wakefield (No existing signage; Scheduled renovation, Spring 2023)

Year 2: FY 2024

Design: Community Park

Community Sign Construction: Prairie Timber Park (No existing signage; Renovated, Aug. 2022)

Neighborhood Sign Construction: Claudia's Park (No existing signage; Scheduled renovation, Jan. 2023)

Year 3: FY 2025

Neighborhood Sign Construction: Clark Park (August 2022)

Neighborhood Sign Construction: Mistletoe Hill Park (no existing signage)

Neighborhood Sign Construction: Centennial Park (no existing signage)

Year 4: FY 2026

Neighborhood Sign Construction: Cindy Park (Renovated, August 2022)

Neighborhood Sign Construction: Cedar Ridge (FY 24 CIP project and no existing signage)

Neighborhood Sign Construction: Oak Valley (Scheduled renovated, Spring 2023)

Year 5: FY 2027

Neighborhood Sign Construction: Meadowcrest (FY 26 CIP project)

Neighborhood Sign Construction: Heberle (FY 27 CIP project)

Neighborhood Sign Construction: Warren Park (FY 27 CIP project)

13 signs will be completed through FY 27, additional years will be added to the CIP to address remaining parks

Year 1: Implementation

Kimley-Horn was selected as our vendor in October 2022. Their services will provide design and finalized construction documents for this project.

Project Timeline:

Kimley-Horn Contract Execution:
October 24, 2022

Final Conceptual Designs Completion:
November 11, 2022

Park Board and Council review/approval:
January 2023 (Park Board) March 2023 (Council)

Bid process, if design approved:
March 2023 (1-month to select vendor)

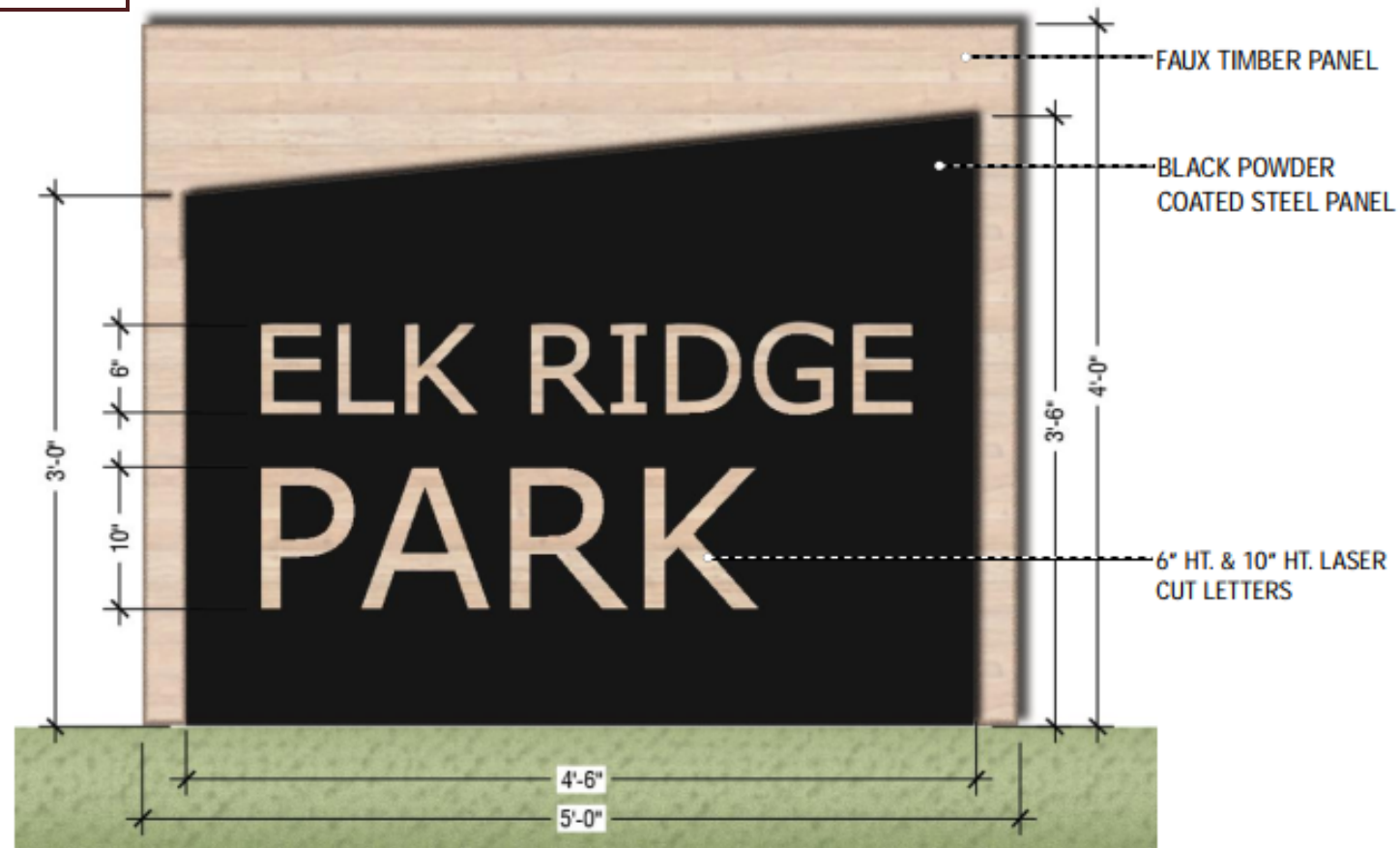
Construction begins and complete by:
April 2023 (based on supply demand)

Design: Neighborhood Park	Cost: \$17,000
Neighborhood Sign Construction: Elk Ridge	Estimated Cost: \$25,000 - \$26,000 depending on design selection
Neighborhood Sign Construction: Wakefield	Estimated Cost: \$25,000 - \$26,000 depending on design selection

Proposed Sign Design

WITHOUT LOGO

Item A.



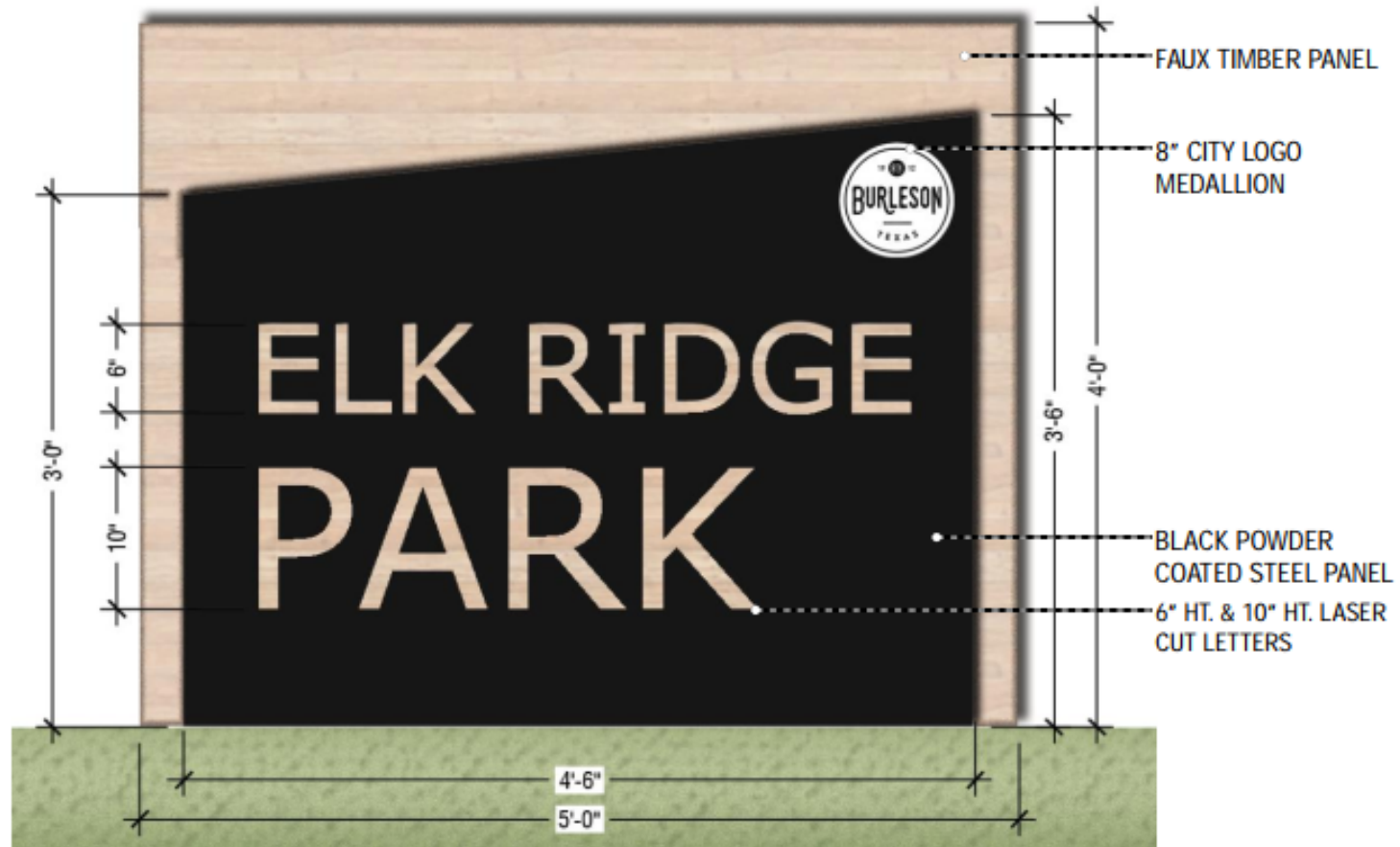
CONCEPT A

ESTIMATED COST: \$25,000

Option **without** logo medallion

WITH LOGO

Item A.



CONCEPT A

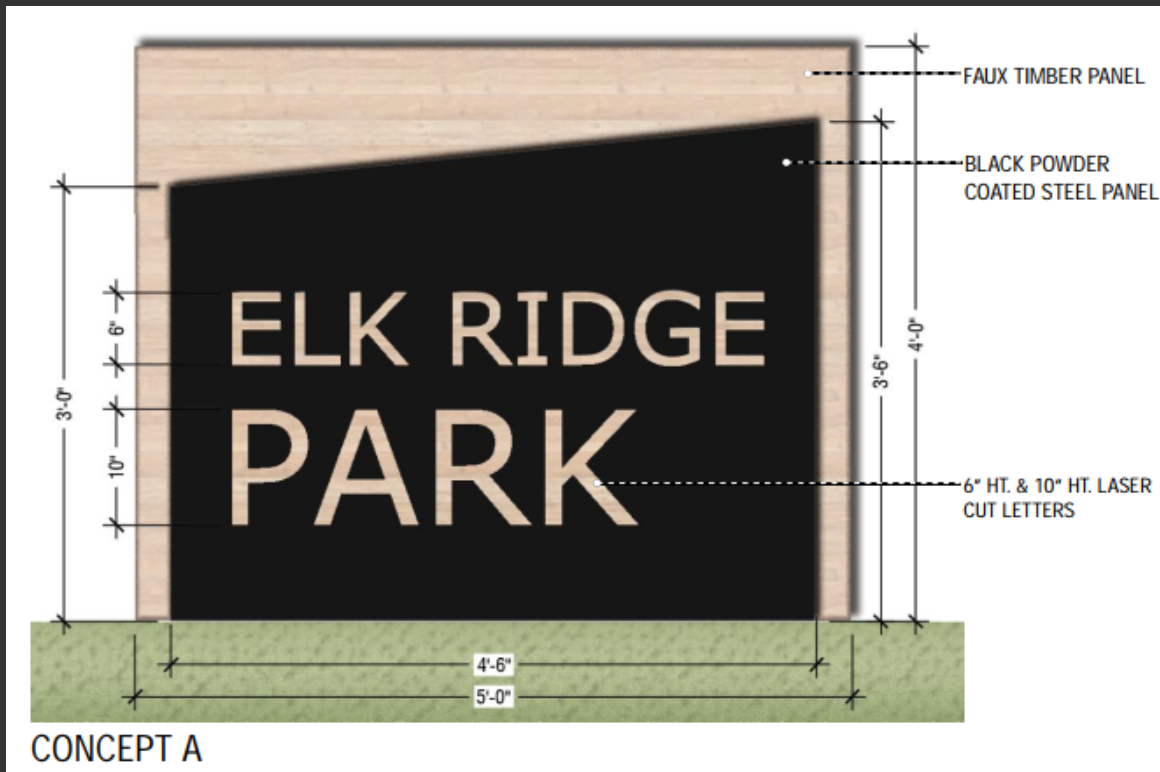
ESTIMATED COST: \$26,000

Option **with** logo medallion

Options

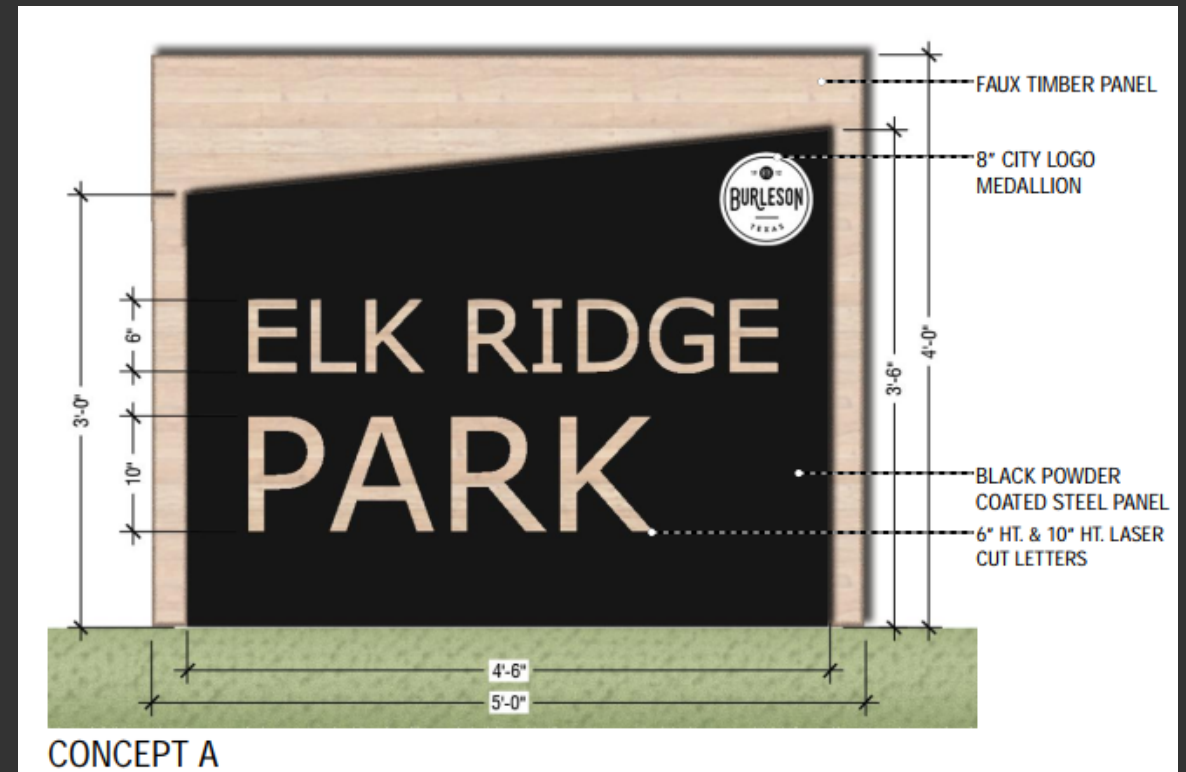
Item A.

Staff Recommendation



WITHOUT LOGO

ESTIMATED COST: \$25,000



WITH LOGO

ESTIMATED COST: \$26,000

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: January 5, 2023

SUBJECT:

Parks and Recreation Departmental Updates. *(Staff presenter: Jen Basham, Parks and Recreation Director)*

SUMMARY:

The presentation materials for the Departmental Updates will be provided via email Wednesday January 4th, in advance of the Park Board meeting.

OPTIONS:

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

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

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: January 5, 2023

SUBJECT:

Community Announcements:

Attached

SUMMARY:

OPTIONS:

RECOMMENDATION:

N/A

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

N/A

FISCAL IMPACT:

STAFF CONTACT:

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

RECREATION PROGRAMS CALENDAR

2023

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1 Closed	2 Adult Basketball Adult Softball Co-Ed	3 Adult Co-Ed Volleyball Homeschool PE	4 Teen Open Play	5 Adult Flag Football Sporties for shorties	6	7
8	9 Adult Softball Co-Ed Sports 101 Sporties for shorties Women's Self Defense	10 Adult Co-Ed Volleyball Homeschool PE	11 Pickleball Tournament Teen Open Play	12 Adult Flag Football Homeschool PE Sporties for shorties	13	14 5th & Shady Demo Day
15	16 Sports 101 Sporties for shorties School Break Camp	17 Adult Co-Ed Volleyball Homeschool PE	18 Teen Open Play	19 Adult Flag Football Homeschool PE Sporties for shorties	20 Parents Night Out	21 BTX Off Road Rally
22	23 Adult Softball Co-Ed Sports 101 Sporties for shorties	24 Homeschool PE Adult Co-Ed Volleyball	25 Teen Open Play	26 Adult Flag Football Homeschool PE Sporties for shorties	27	28
29 5th & Shady Lacrosse	30 Sports 101 Adult Softball Co-Ed Sporties for shorties	31 Adult Co-Ed Volleyball Homeschool PE				

HAPPY NEW YEAR!!