



## Parks and Recreation Board Agenda

Thursday, January 15, 2026  
6:00 PM

City Hall Annex-Economic  
Development, 135 W Ellison St.  
Burleson, TX 76028

### 1. CALL TO ORDER

### 2. CITIZEN APPEARANCES

Each person in attendance who desires to speak to the Committee 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 City Secretary prior to addressing the Committee. Each speaker will be allowed three minutes to speak.

Each person in attendance who desires to speak 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 November 20, 2025 meeting. (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

### 4. REPORTS AND PRESENTATIONS

A. Receive a report, hold a discussion and provide staff feedback regarding the addition of a community honor area in the community park. (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

B. Receive the December 2025 Department Update Presentation (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

### 5. REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS

### 6. ADJOURN

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 8th of January 2026, by 6:00 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:** January 15, 2026

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**SUBJECT:**

Consider approval of the minutes from the November 20, 2025 meeting. (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

**SUMMARY:**

**RECOMMENDATION:**

Approve.

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

**REFERENCE:**

**FISCAL IMPACT:**

**STAFF CONTACT:**

Jen Basham  
Director  
[jbasham@burlesontx.com](mailto:jbasham@burlesontx.com)  
817-426-9201

BURLESON PARKS ADVISORY BOARD  
NOVEMBER 20, 2025  
MINUTES  
**DRAFT**

Call to Order – 6:00 P.M.

Roll Call

Board Members Present

Matt Quinn  
Sherry Scott  
Angel Sanchez  
Christian Schott  
Tyler Knox  
Addison Oscarson  
Ashli Logan  
Shannan Sutter

Board Members Absent

Christian Schott

Staff Present

Jen Basham, Director of Parks and Recreation  
Allison Smith, Deputy Director of Recreation  
Jessica Martinez, Deputy Director of Parks

**Guests**

- 1. Call to Order: 6:00 PM**—Matt Quinn called the meeting to order at 6:00 PM
- 2. Citizen Appearances**

None.

**3. General**

- Consider approval of the minutes from the August 21, 2025, meeting. (Staff Contact: Bailey Campbell, Senior Administrative Specialist)

Ashli Logan made a motion to approve the item. Shannan Sutter seconded the motion. Motion passed 7-0. Absent Christian Schott.

#### **4. Reports and Presentations**

Receive a report and provide feedback on the Shannon Creek Park redesign proposal. (Staff Contact: *Jessica Martinez, Deputy Director of Parks*)

Jen Basham gave a report on a proposed scope amendment to Shannon Creek Park Design. A discussion followed.

- A. Receive the October 2025 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 July 2025.

- B. Review the December 2025 Parks and Recreation calendar. (Staff Contact: Jen Basham, Director of Parks and Recreation)

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

#### **4. Requests for Future Agenda Items and Reports**

#### **5. Adjourn.**

Chairperson, Matt Quinn adjourned the meeting.

Time – 7:12 P.M.

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Jen Basham, Recording Secretary

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Jessica Martinez, Secretary in Attendance

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## Park Board

**DEPARTMENT:** Parks and Recreation

**FROM:** Jen Basham, Director of Parks and Recreation

**MEETING:** January 15, 2026

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**SUBJECT:**

Receive a report, hold a discussion and provide staff feedback regarding the addition of a community honor area in the community park. (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

**SUMMARY:**

In May 2025, staff initiated the discussion regarding the naming process for the Community Park to align with project milestones and anticipated public engagement. City Council recommended a public naming process consistent with previous efforts for Shannon Creek and Burleson Bark Park, reinforcing transparency and community involvement.

Prior naming processes utilized a polling feature embedded within Facebook; however, that functionality is no longer available. As a result, staff developed an alternative, two-step engagement approach that allowed community members to submit proposed park names, with eligible submissions advanced for further consideration.

The initial name submission survey was open from August 6 through August 20, 2025, and received 230 responses, demonstrating strong community interest. In addition to survey responses, names submitted through public comments were also reviewed to ensure all community input was considered.

On October 20, 2025, City Council reviewed the submitted names and discussed the overall naming process. Based on the significant number of submissions honoring individuals and community contributors, Council directed staff to name the park Legacy Park and to incorporate a dedicated area within the park to recognize and celebrate community members.

In response to City Council direction, staff developed four conceptual approaches for a **Walk of Fame / Legacy Recognition Area** within Legacy Park. These concepts are intended to be scalable, inclusive, and reflective of Burleson's community values while allowing for long-term program management.

**Concept 1: Legacy Promenade**

A primary pedestrian corridor extending from parking areas to the central portion of the park,

paved with engraved stone or brick pavers. Pavers would recognize individuals, families, or organizations, with higher recognition tiers allowing for larger paver sizes or emblems. This concept is similar in spirit to the Fire Station 16 Memorial Garden, while offering greater variety, flexibility, and a welcoming gateway experience into the park.

#### **Concept 2: Burleson Stars**

A centralized plaza featuring cast metal medallions set into the pavement, each paired with a low-profile plaque or interpretive panel. Each honoree would include a brief narrative describing their contribution and why they are being recognized, creating a more story-driven and highly visible “walk of fame” experience.

#### **Concept 3: Legacy Grove**

A shaded grove with donor or honoree trees, each associated with a nearby ground-level paver. Periodic bench donations could be incorporated within the grove. This concept would be guided by defined design standards to ensure long-term maintenance, consistency, and program sustainability.

#### **Concept 4: Legacy Quilt Wall**

A public art-focused recognition feature inspired by the barn quilts installed in Old Town Burleson, visually tying together different parts of the community. This concept could take the form of a low feature wall or series of seat walls and may be paired with the Legacy Promenade to create a combined experience of movement and reflection.

#### **Next Steps**

Staff will use feedback from the Parks & Recreation Board to further refine the concepts, assess feasibility, and evaluate how a legacy recognition program could be implemented within the overall park design and future funding strategies. Additional direction from City Council would be brought forward once a preferred approach or hybrid concept is identified.

#### **OPTIONS:**

#### **RECOMMENDATION:**

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

#### **FISCAL IMPACT:**

#### **STAFF CONTACT:**

Jen Basham  
Director of Parks and Recreation

[jbasham@burlesontx.com](mailto:jbasham@burlesontx.com)  
817-426-9201

# Community Park

Naming Update and Walk of Fame

Staff Contact: Jen Basham, Director of Parks and Recreation  
Parks and Recreation Board, January 15, 2026

# Community Park Naming Process to Date

In May 2025, staff initiated the discussion regarding the naming process for the Community Park to align with the project's advancement and upcoming public engagement milestones.

City Council recommended utilizing a public naming process consistent with prior efforts for Shannon Creek and Burleson Bark Park, emphasizing community input and transparency.

Previous naming processes relied on a polling feature within Facebook; however, that platform functionality is no longer available, requiring staff to identify an alternative engagement approach.

To maintain broad accessibility and community participation, staff proposed a two-step process that allowed residents to submit any proposed name, with submissions reviewed for eligibility and qualifying names advanced to a final poll.

The initial name submission survey was open from August 6 through August 20, during which 230 responses were received, reflecting strong community interest.

In addition to survey responses, names submitted through public comments were also reviewed and included in the evaluation to ensure all community input was considered.

On October 20, 2025, City Council reviewed the submitted names and discussed the overall naming process. Based on the significant number of submissions honoring community members, Council directed staff to name the park Legacy Park and to incorporate a dedicated area within the park to recognize and celebrate community members.

Item A.



# CONCEPT 1-LEGACY PROMENADE

Item A.



**Concept 1: Legacy Promenade**

ENGRAVED BRICK/STONE PAVER PATH WITH PERSONALIZED HONOREE  
PAVERS TO CELEBRATE INDIVIDUALS, FAMILIES, AND ORGANIZATIONS

Through the primary pedestrian corridor, parking to central portion of the park paved with engraved stone or brick pavers

Pavers would recognize individuals/families/organizations, higher tiers could include emblems or larger paver sizes

Similar implementation to the Fire Station 16 Memorial Garden but higher level of variety in paver size and individualization and welcomes guests to the park through the walkway design that celebrates the community.



Burleson "Stars" Walk of Fame Concept

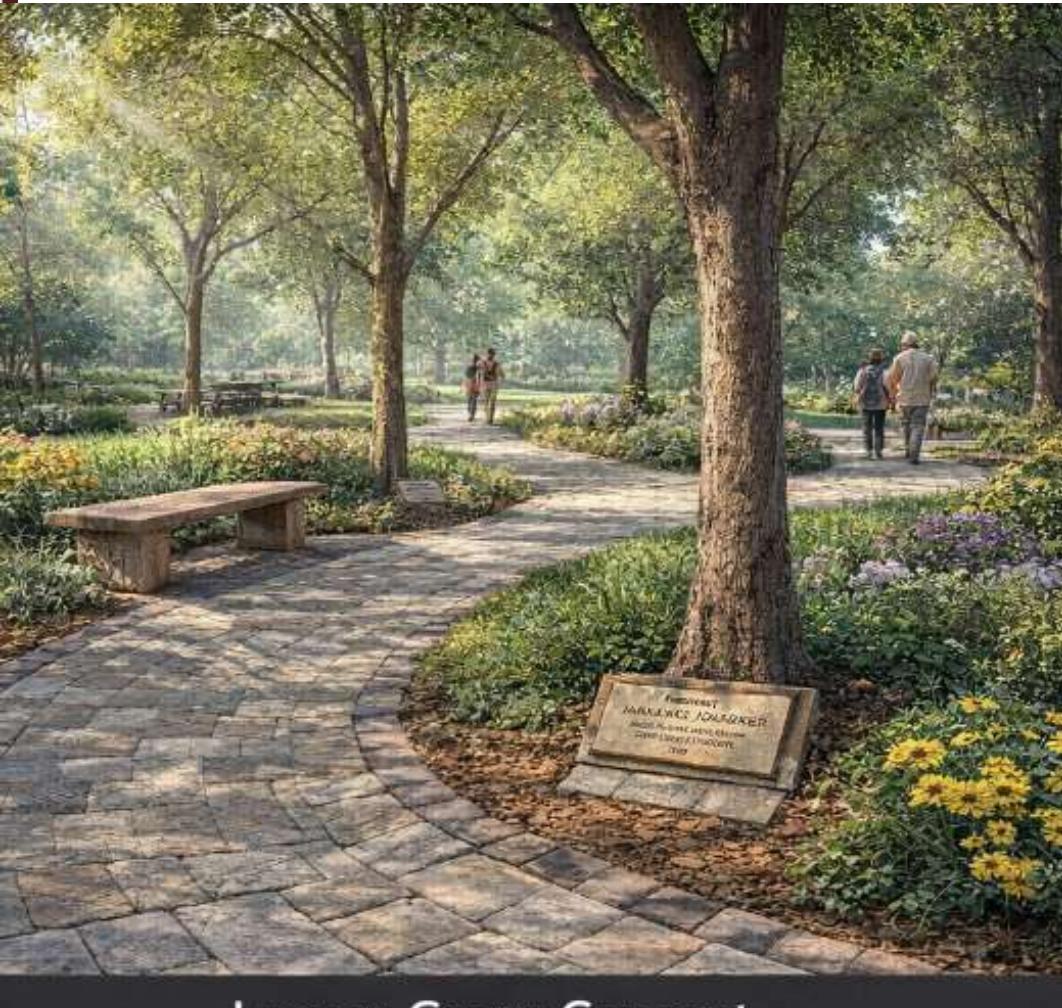


CAST BRONZE BURLESON STAR MEDALLIONS IN PLAZA, EACH PAIRED WITH SMALL PLAQUE. SMARTPHONE QR CODE LINKS TO CITY WEB-PAGE WITH ADDITIONAL HISTORY ABOUT HONOREE.

## CONCEPT 2-BURLESON STARS

A series of cast metal medallions set into the pavement at a centralized area with a low-profile plaque or small interpretive panel.

Each honoree gets a summary explaining why they are being celebrated.



Legacy Grove Concept



SHADED GROVE WITH HONOREE TREES, PAVERS, AND BENCH  
DEDICATION PLAQUES FOR LEGACY AND COMMUNITY SERVICE  
RECOGNITION.

## CONCEPT 3-LEGACY GROVE

A shaded grove with donor/honoree trees, each tree tied to a nearby ground-level paver and periodic bench donations in a designated portion of the park.

This would be a grove and be managed with design standards to ensure that the program could be properly managed.

# CONCEPT 4-LEGACY QUILT WALL

Item A.



**Concept 4: Community Quilt Wall**

VERTICAL PANEL RECOGNITION DISPLAY FOR HONOREES CATEGORIZED IN TIERS (FOUNDERS, PIONEERS, COMMUNITY VOLUNTEERS, YOUTH CHAMPIONS, PUBLIC SAFETY PARTNERS, ETC.) IN THE STYLE OF A "BARN QUILT"

Aligns with the barn quilts installed in old town to tie together both parts of the community.

Creates a public art component

Could be a low feature wall or a series of seat walls

Could be paired with legacy promenade

# Feedback

## Park Board

**DEPARTMENT:** Parks and Recreation

**FROM:** Jen Basham, Director of Parks and Recreation

**MEETING:** January 15, 2026

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**SUBJECT:**

Receive the December 2025 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](mailto:jbasham@burlesontx.com)  
817-426-9201

# Departmental Updates

January 2026 – Parks and Recreation Board





## SANTA'S BREAKFAST

DECEMBER 6  
800 ATTENDEES



## BTX-MAS 2025

DECEMBER 6  
2,800 ATTENDEES



## CHRISTMAS ON THE FARM

DECEMBER 13  
450 ATTENDEES



## NIGHTS OF LIGHTS

DECEMBER 10, 11, 12  
315 ATTENDEES

# SPRING EVENTS KICK OFF IN MARCH 2026

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Item B.

## UPDATE

# PROGRAMS & ATHLETICS

### December Recap:

Homeschool PE (17)

Winter Camp (63)

Pickleball (14)

### HAPPENING THIS MONTH:

Playmakers & Parents

Teen Sports Clinics

Lunch Break!!!

Sensory Friendly Family Nights



## UPDATE

# RUSSELL FARM

December Recap:

Horsemanship Clinic

Saturday Morning Sketch Group

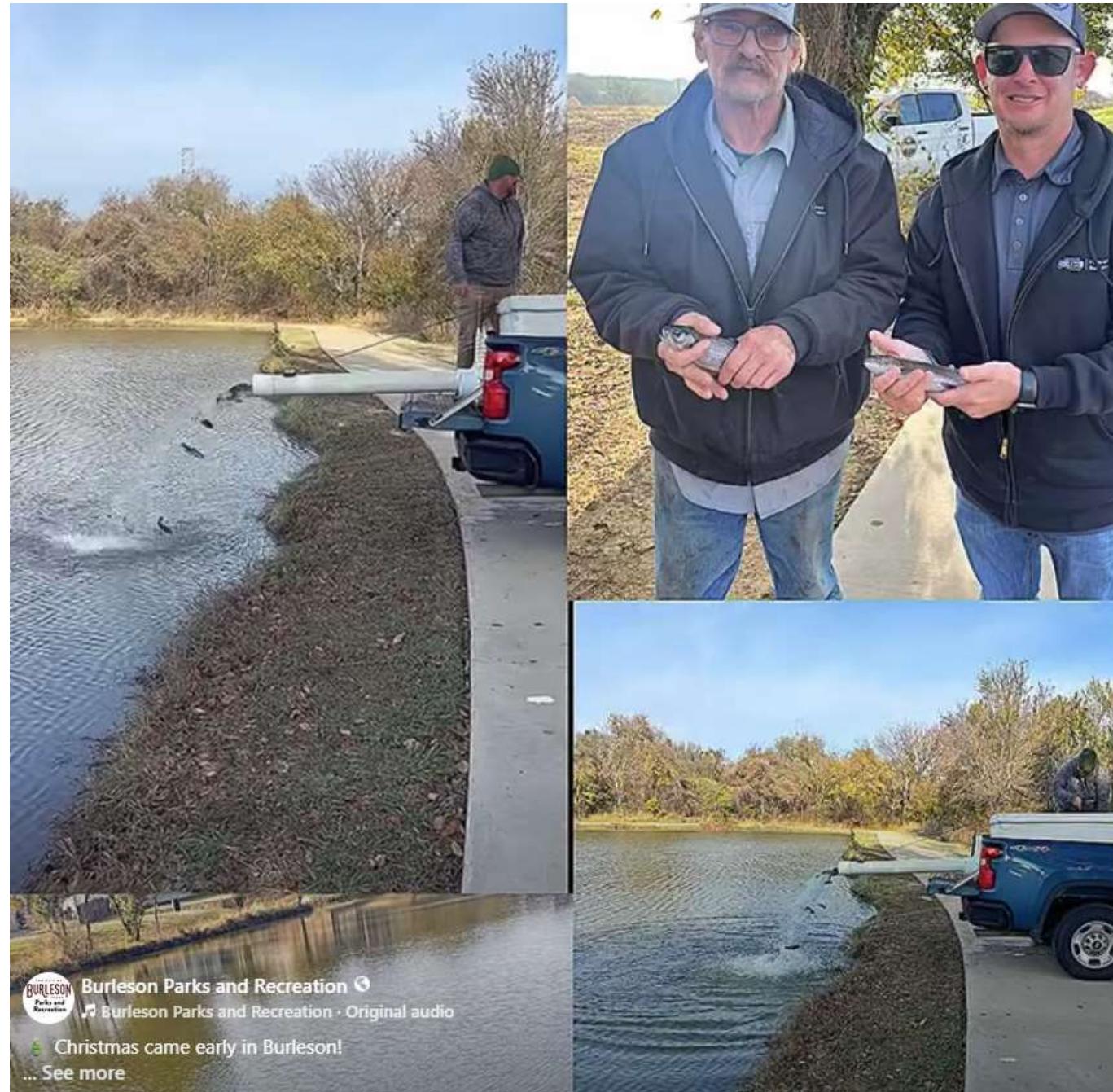
Merry Paint Party

## HAPPENING THIS MONTH:

Pruning & Propagating

Drawing with Pinky





# COMMUNITY ENGAGEMENT

Facebook Followers: 22,944 (949 increase)

Instagram Followers: 2,402 (61 increase)

Facebook Highlight – Christmas came early in Burleson!

[Post Linked Here](#)

Post Views: 215,337



# BRICK PROJECTS

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Item B.

## DEHUMIDIFICATION SYSTEM & INDOOR POOL

DEHUMIDIFICATION SYSTEM - IN PROGRESS  
PLAYSTRUCTURE - IN PROGRESS  
SAND FILTERS - IN PROGRESS  
PLASTER - COMPLETED  
BIG SLIDE - IN PROGRESS  
DOOR REPLACEMENT - COMPLETED  
EVACUATORS - IN PROGRESS

## HVAC

UPDATED TIMELINE: SEPTEMBER - MARCH 2026

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UPDATE  
NO CLOSURE NECESSARY

## ADDITIONAL ITEMS:

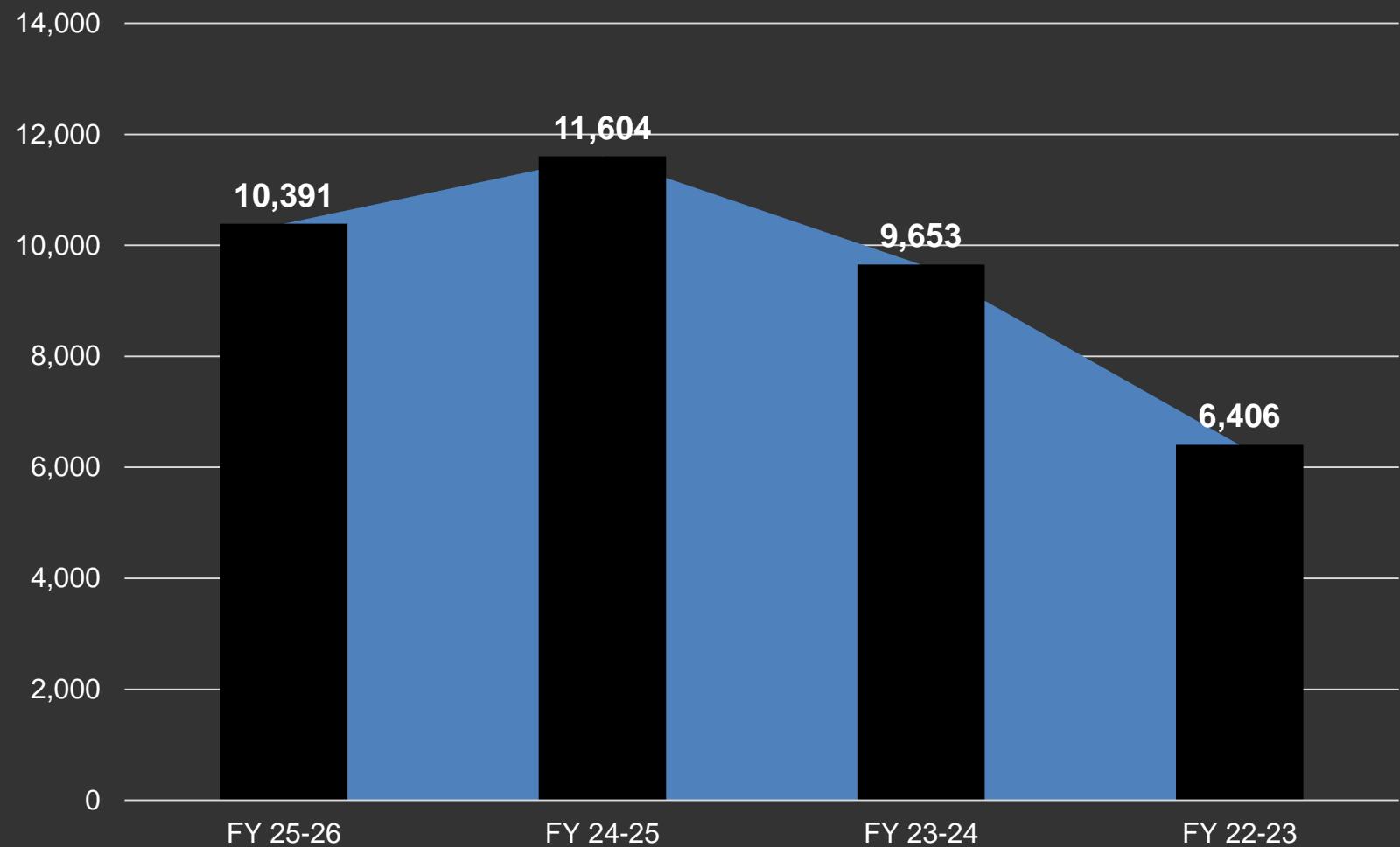
PLAY AREA - COMPLETED  
FURNITURE - COMPLETED  
SIGNAGE - COMPLETED  
PARKING LOT STRIPING

## MEETING ROOM AV & WOMENS LOCKERS

MEETING ROOMS - COMPLETED  
LOCKERS - COMPLETED

# BRICK MEMBERSHIPS & DAY PASSES - MONTH OF DECEMBER

Item B.



# ALL PROGRAMS - DECEMBER

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Item B.

FY 24  
**157**

PARTICIPANTS

FY 25  
**149**

PARTICIPANTS

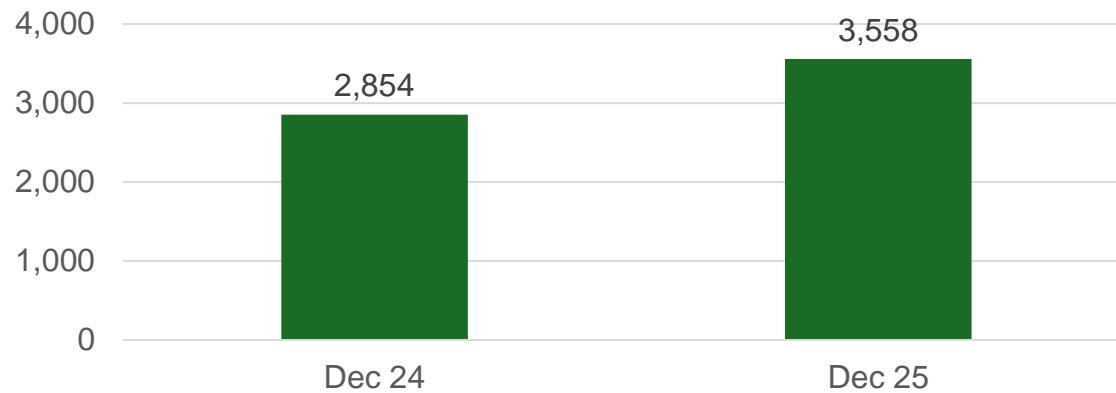


# Hidden Creek Golf Course- December Comparisons

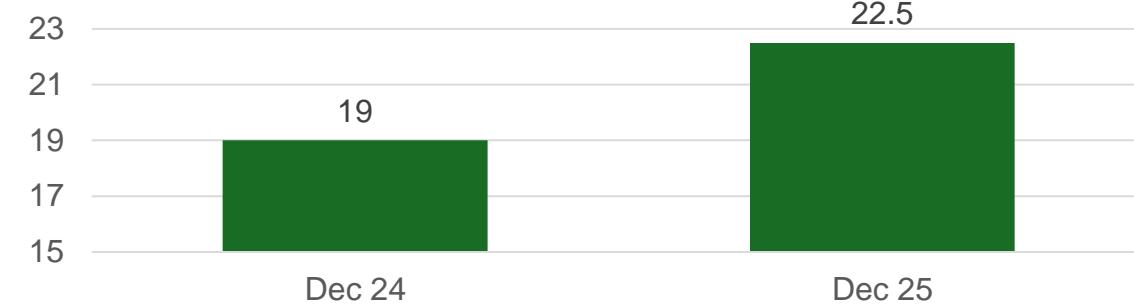
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Item B.

Rounds Played in December



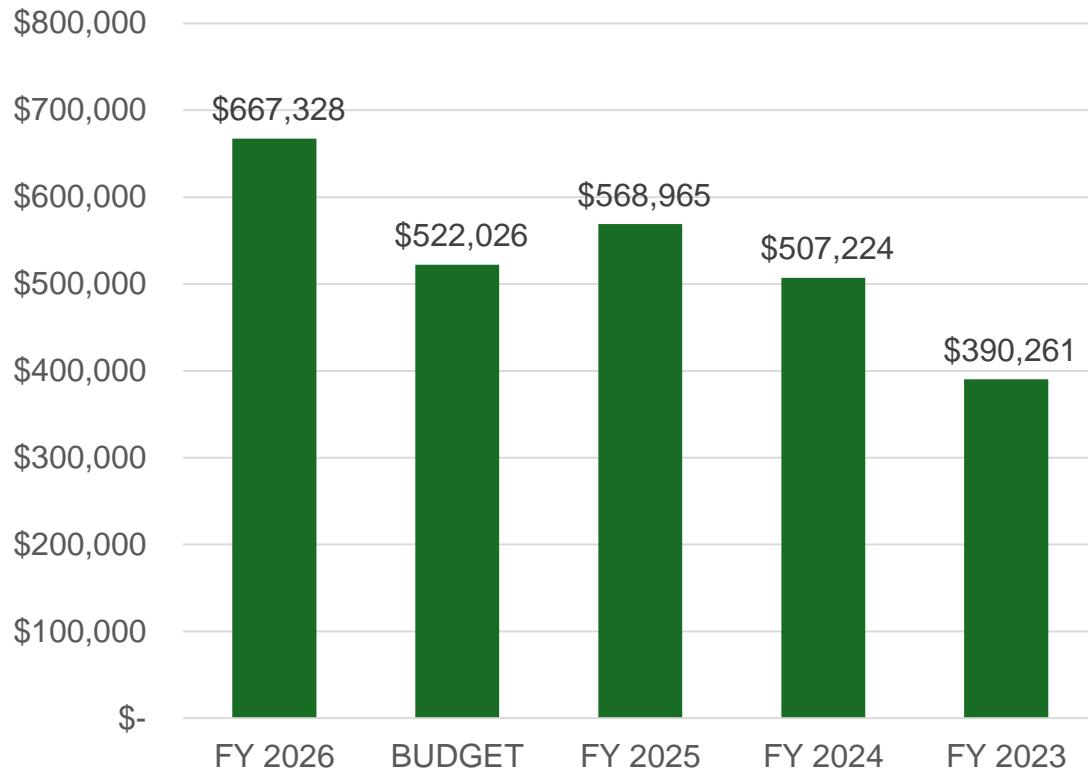
Playable Days \*updated criteria with partial days



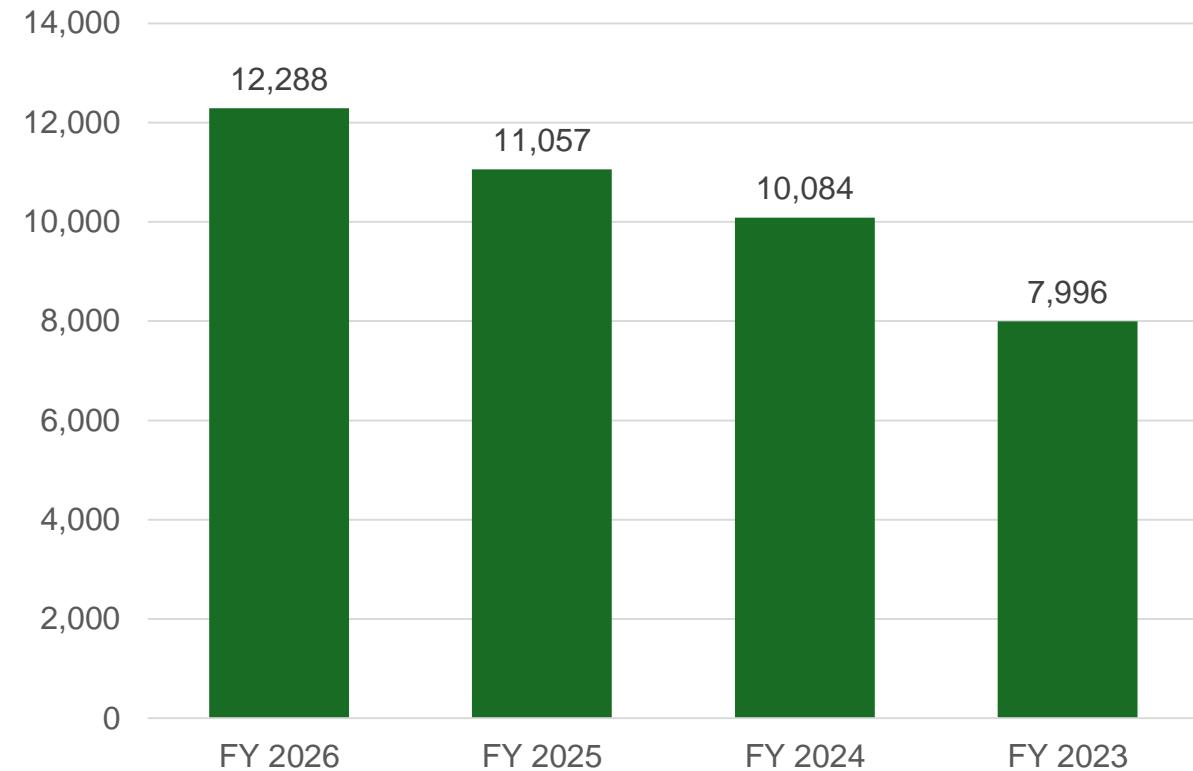
# Hidden Creek Golf Course- Year to Date

Item B.

Revenue YTD October - December



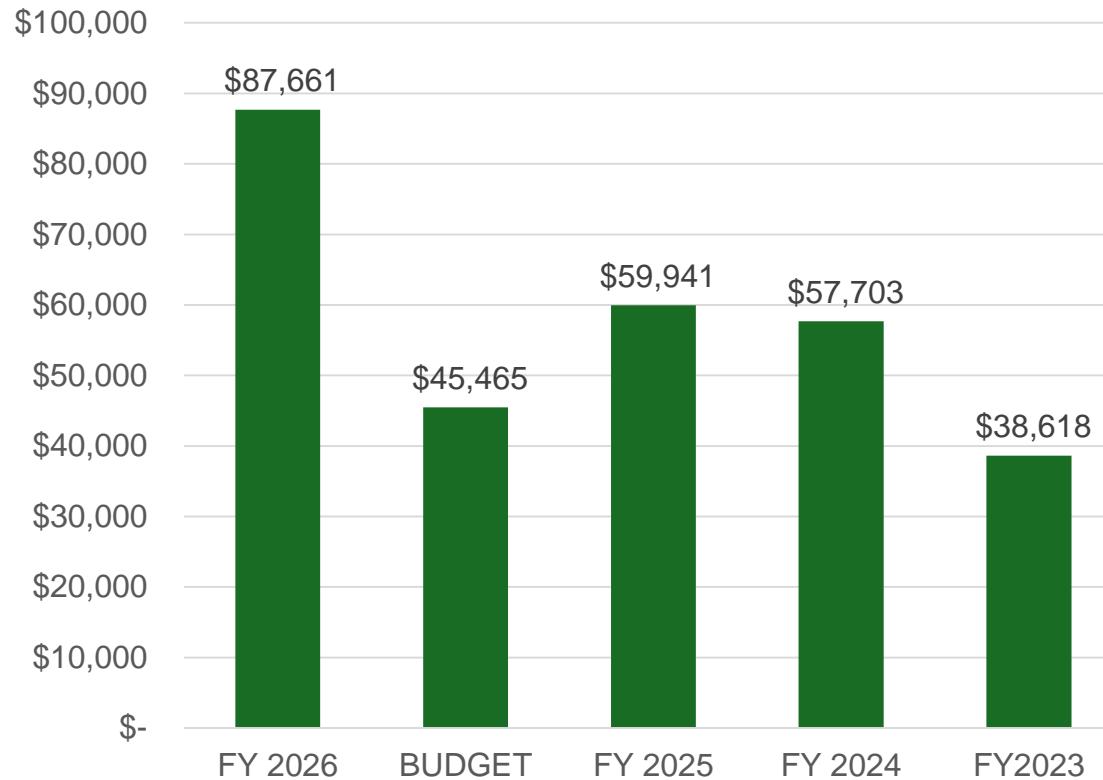
Rounds Played YTD October - December



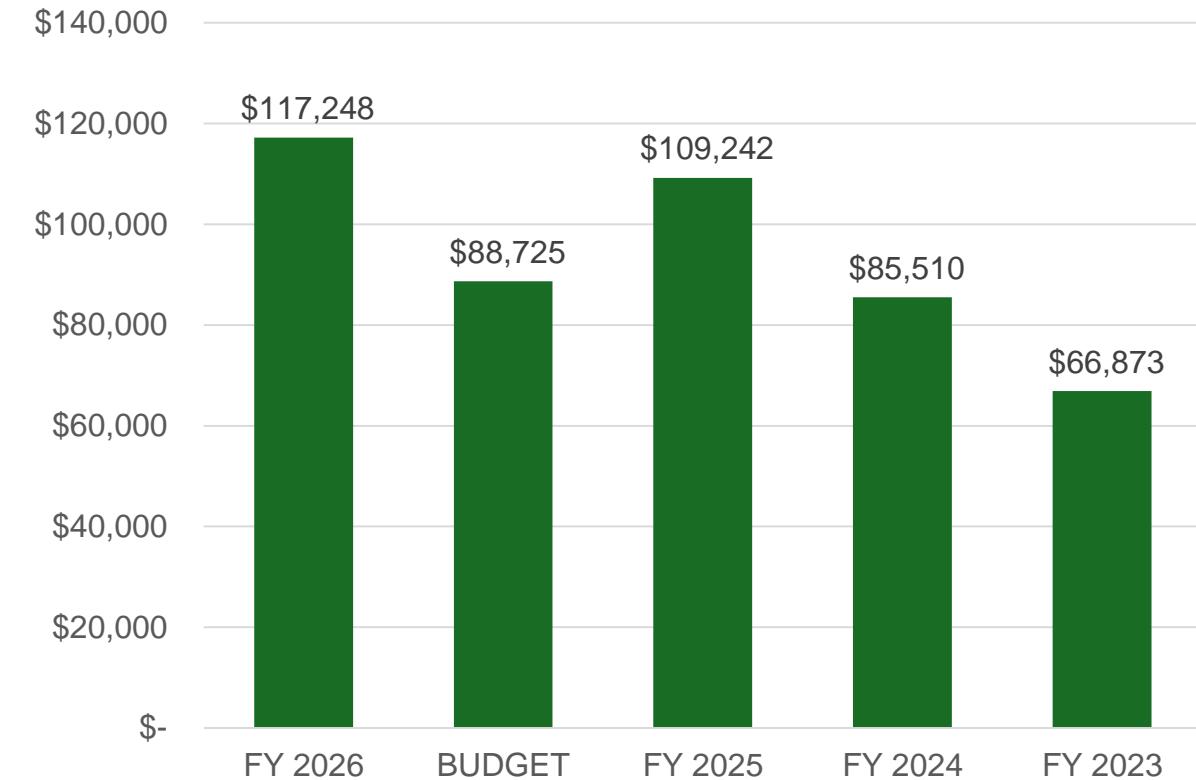
# Hidden Creek Golf Course- Pro Shop and FB Revenue Year to Date

Item B.

Pro Shop Revenue YTD October - December



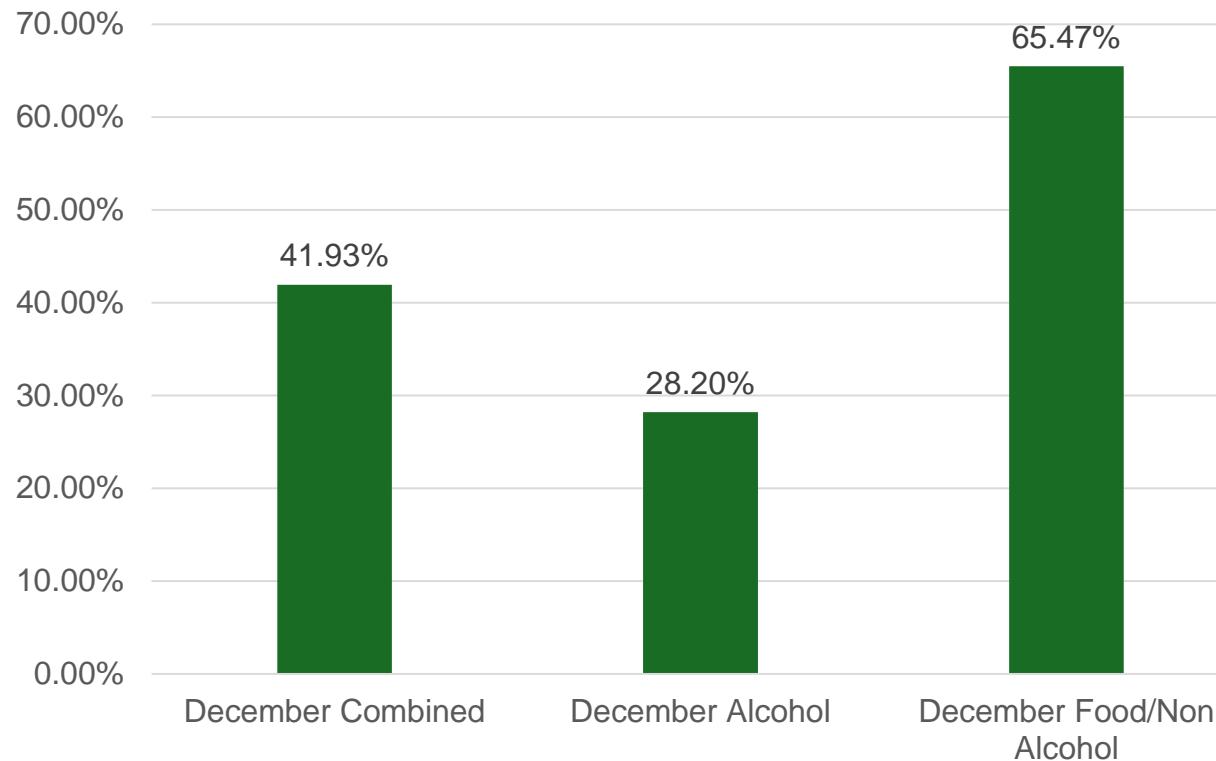
F & B Revenue YTD October - December



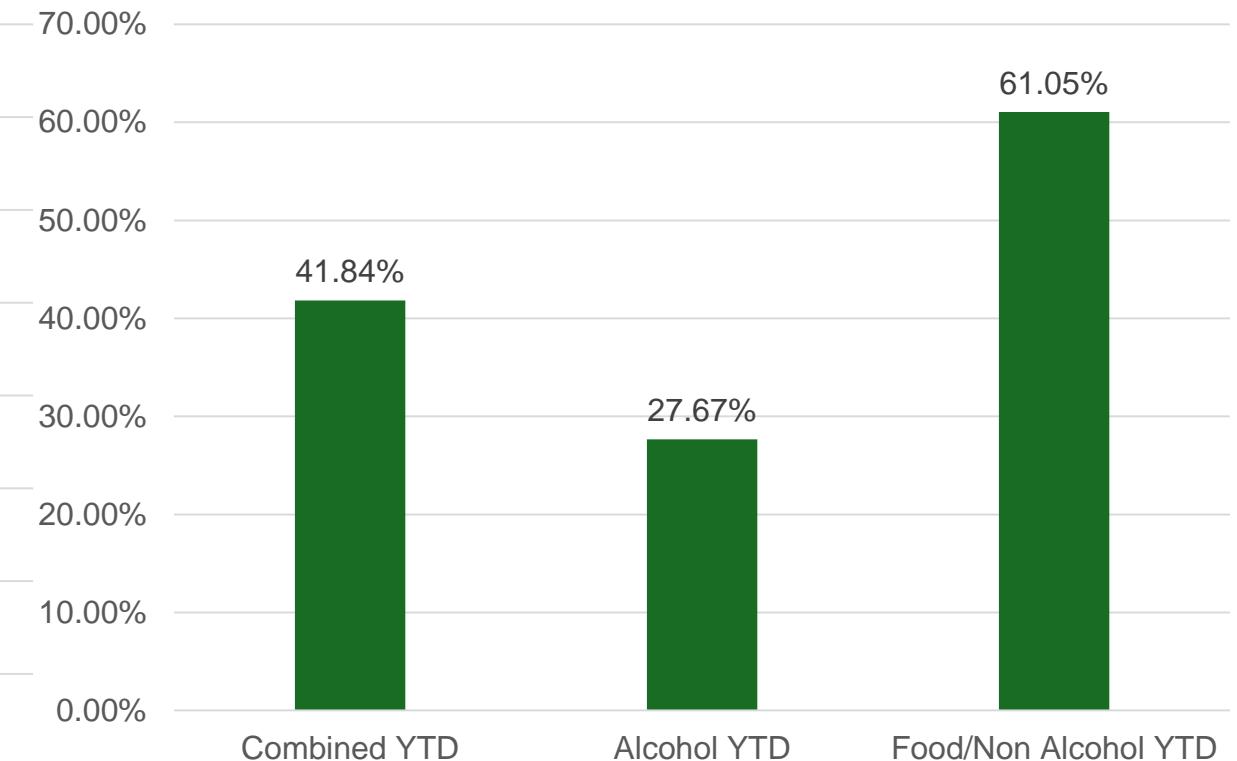
# Hidden Creek Golf Course- Food and Beverage Cost of Sales Percentages

Item B.

December Cost of Sales %



Food and Beverage Cost of Sales YTD



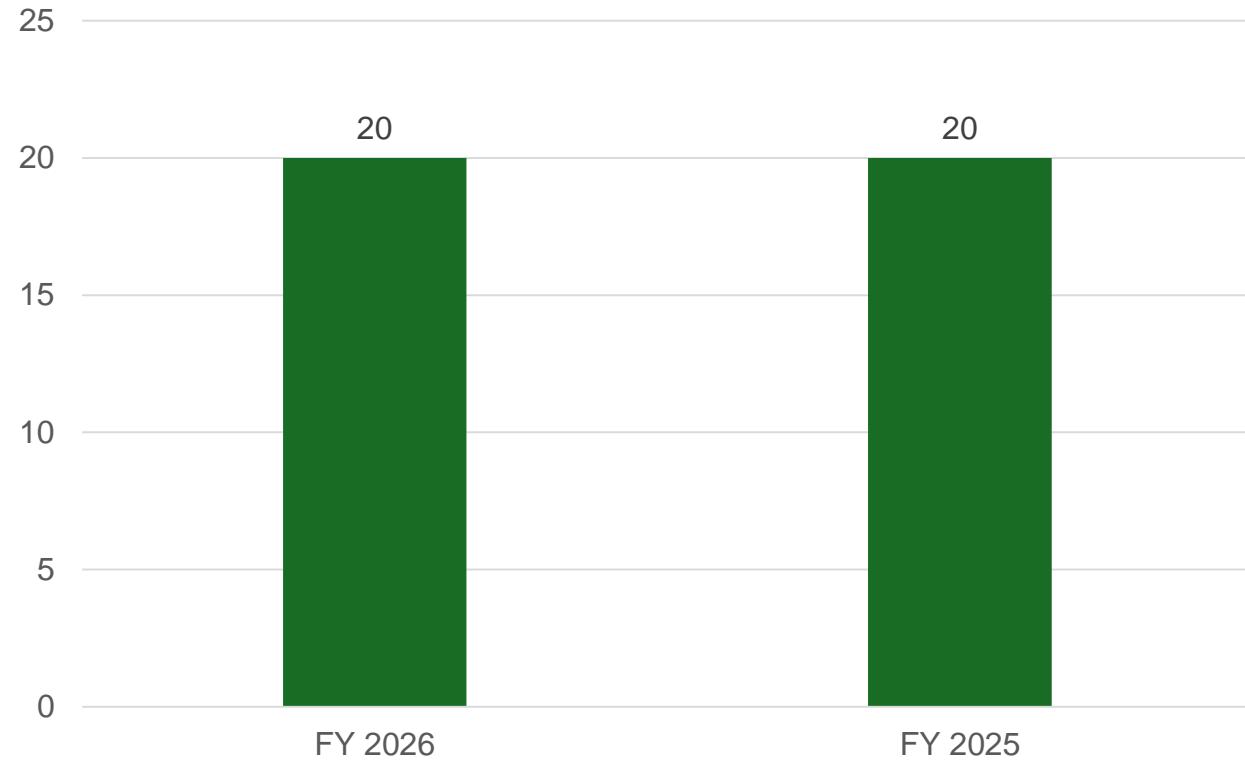
# Hidden Creek Golf Course- Tournaments

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Item B.



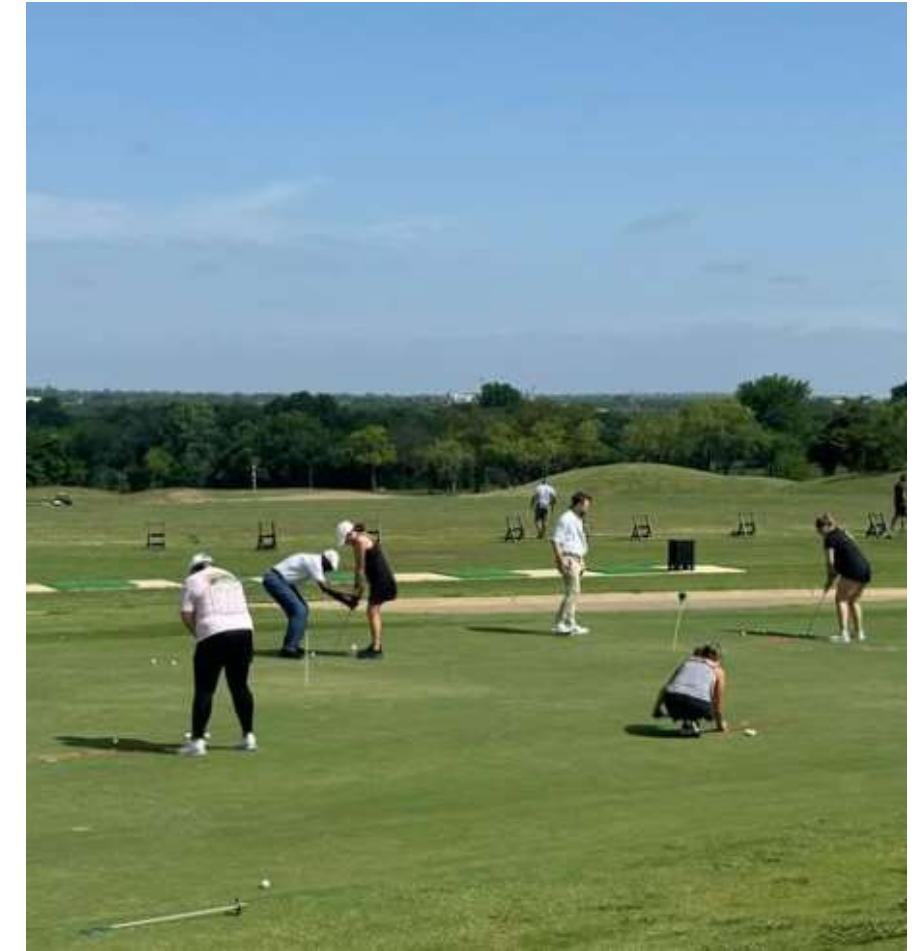
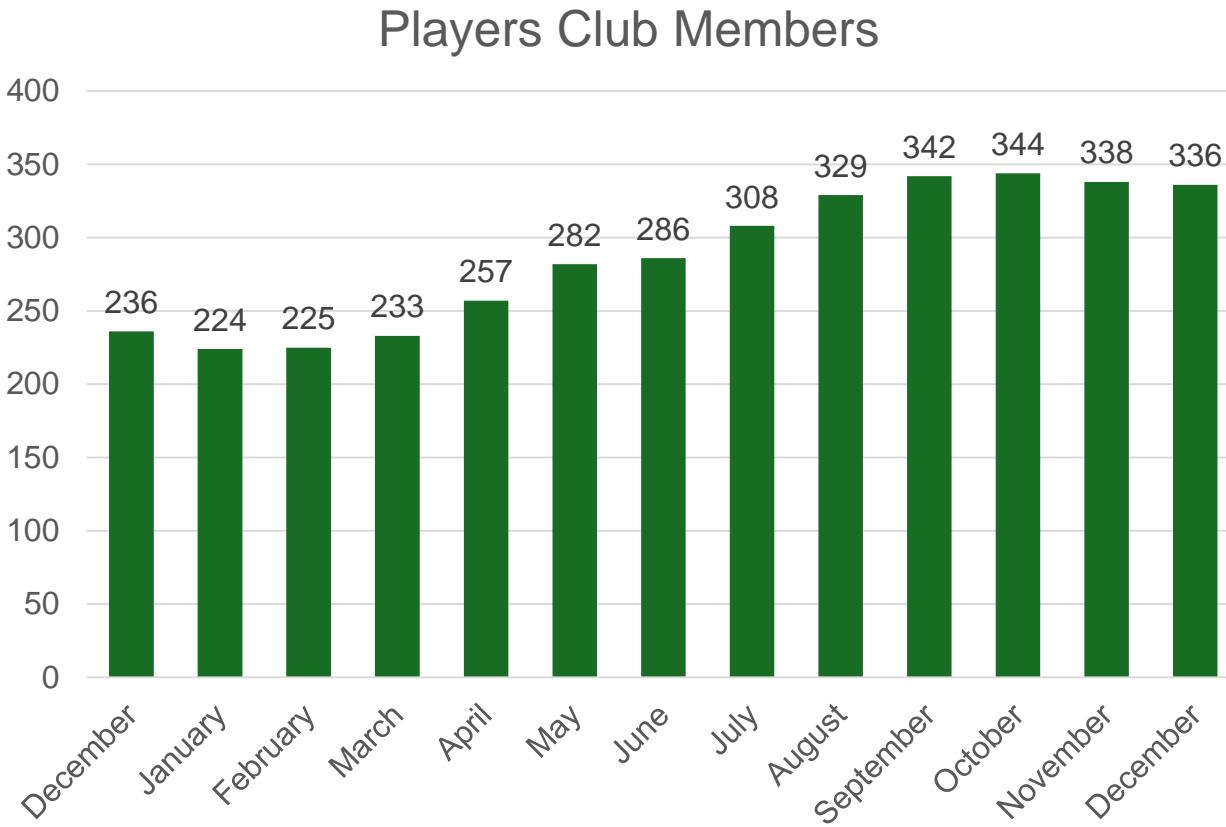
Tournaments YTD



# Golf-Memberships

Item B.

336 Current Members



# CAPITAL PROJECTS UPDATES



# CAPITAL PROJECTS: UPDATES

Item B.

## SHANNON CREEK

RE-DESIGN  
UPDATED BASED  
ON BOARD AND  
CAPITAL FEEDBACK

## WARREN PARK MASTER PLAN

KICK OFF MEETING  
HELD: DEC. 2, 2025  
PUBLIC ENGAGEMENT:  
TO FOLLOW

## WARREN PARK ACCESS CONTROL AND CAMERA INSTALL

COMPLETED:  
JANUARY 2026

## GREEN RIBBON

PRE-CONSTRUCTION  
TO TAKE PLACE IN  
JANUARY 2026

## COMMUNITY PARK

PHASE I  
CONSTRUCTION  
DOCUMENT DESIGN

## PARK MONUMENT SIGNS

COMPLETION:  
JANUARY 2025

# GENERAL PARKS UPDATES

# WINTER PROJECTS: UPDATE

99 COMPLETED TASK - 50% COMPLETED - 199 TOTAL

MAJOR HIGHLIGHTS/FOCUS AREAS:

DETAILED POWERWASH, FACILITY REFRESH, AND TREE WORK



POWERWASH REFRESHES



BAILEY LAKE TRAIL - CONCRETE REPAIRS



PAINT REFRESH WORK

# OPERATIONS: *BY THE NUMBERS*

## PLAYGROUND INSPECTIONS

**24**

10 MINOR REPAIRS:

WARREN PARK - WIND SCREEN AND PLAYGROUND LENSE REPAIR; MEADOWCREST PARK - GATE REPAIR; WAKEFIELD - PLEXI GLASS REPAIR; CINDY - REPLACED SWING; ROBERT JOSEPH - REPAIRED HAND RAILS

## GRAFFTI ABATEMENTS

**1**

**DR. JESSIE FARRIS**  
**URBAN FORESTER**

Item B.



36

20

# Feedback / Questions