



Park Board Agenda

Thursday, April 13, 2023
6:00 PM

City Hall Council Chambers 141
W Renfro
Burleson, TX 76028

1. Call to Order: 6:00 PM
2. General
 - A. Consider approval of the minutes from the February 9, 2023 meeting. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)
 - B. Consider recommending approval of a construction contract with Northstar Construction, LLC for the construction of additional parking areas for Bailey Lake and Chisenhall Fields in the amount not to exceed \$1,792,594.23. (*Staff Presenter: David Lopez, Deputy Director of Parks*)
 - C. Consider recommending approval of a contract with MHSC Energy Management for the purchase of LED lighting and fixtures for the interior of the Burleson Recreation Center in the amount of \$64,105.99. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)
3. Citizen Appearances
4. Reports and Discussion Items:
 - A. Parks and Recreation Department Updates. (*Staff presenter: Jen Basham, Director of Parks and Recreation*)
5. Community Announcements
 - A. Community Announcements
6. Board Requests for Future Agenda Items or Reports
7. 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 10th of April 2023, by 3:00 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: April 13, 2023

SUBJECT:

Consider approval of the February 9, 2023 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:

None

STAFF CONTACT:

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

BURLESON PARKS ADVISORY BOARD
February 9, 2023
Draft
MINUTES

Call to Order – 6:03 PM

Roll Call

Board Members Present

Shannan Sutter
Lindsey Cobb
Sherry Scott
Matthew Quinn
Michael Massey

Board Members Absent

Nathan Nakamura

Staff in Attendance:

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

Guests

None

1. Call to order: 6:02 PM

2. General

A. Consider approval of the January 5, 2023 meeting minutes. (Staff presenter: Kerry Montgomery, Senior Administrative Secretary)

A motion was made by Michael Massey to accept the minutes as presented. Shannan Sutter seconded the motion. The motion passed 5-0, with Nathan Nakamura being absent.

B. Consider recommending approval of a contract with Hellas Construction, Inc. through a cooperative purchasing agreement with BuyBoard contract 641-21 in the amount of \$549,675.00 for the conversion of the Arabian infield at Chisenhall Fields to synthetic turf. (Staff presenter: David Lopez, Deputy Director of Parks)

Staff provided background including issues occurring in the existing field, warranting the need to convert the existing clay infield of Arabian Field at Chisenhall Fields sports complex to synthetic turf. This conversion improves playability after rain events and enhances accessibility with even playing surface to maximize field usage. The original budget for this projected was estimated at \$500,000.00. Due to extensive subgrade stabilization work required per geotechnical reports, an additional \$49,675.00 will be required and funded

through savings from the Bartlett Park Soccer Fields Renovation. The CIP provides that an additional field will be completed every year in the next five years. A discussion followed. Burleson resident, Bill Janusch expressed concerns regarding frequency of injuries on turf, underground utilities that may be affected by the installation, drainage issues and the possibility of ants. Staff answered his concerns that there is a probability of fewer injuries on this material, no conflict with the location of underground utilities, there is proper drainage and the turf is not conducive to attracting ants.

Shannan Sutter made a motion to recommend approval of the construction contract, as presented. Lindsey Cobb seconded the motion. The motion passed 5-0, with Nathan Nakamura being absent.

C. Consider recommending approval of a contract with Home Run Construction, LLC for the construction of a parking lot for Clark Park in the amount not to exceed \$223,588.06. (Staff presenter: David Lopez, Deputy Director of Parks)

The project includes concrete paving for a 10-space parking lot with two ADA spaces, lighting, and landscape improvements for Clark Park. Staff provided background on the project and the bid process. Citizen, Bill Janusch was concerned about the subgrade may need stabilization and any unforeseen conditions that may cause added costs. Staff explained that the depth of the concrete is sufficient to hold the weight of vehicles. He asked if the parking lot would be easy to expand in the future. Staff responded that the design team took that into consideration in the final design. A discussion followed.

Lindsey Cobb made a motion to recommend approval of the contract, as presented. Sherry Scott seconded the motion. The motion passed 5-0, with Nathan Nakamura being absent.

3. Citizen Appearances

None

4. Reports and discussion items:

A. 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 February 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 – 6:59 PM

Kerry Montgomery, Senior Administrative Secretary

Park Board

DEPARTMENT: Parks and Recreation

FROM: David Lopez, Deputy Director of Parks

MEETING: April 13, 2023

SUBJECT:

Consider recommending approval of a construction contract with Northstar Construction, LLC for the construction of additional parking areas for Bailey Lake and Chisenhall Fields in the amount not to exceed \$1,792,594.23. (*Staff Presenter: David Lopez, Deputy Director of Parks*)

SUMMARY:

For the construction of a parking lot expansion for Bailey Lake Park for an additional 52 parking spaces and Chisenhall Fields for an additional 100 parking spaces. Both parking expansions will include required ADA spaces and landscape improvements. Chisenhall Fields parking expansion will include a new access drive to Hidden Creek Pkwy.

OPTIONS:

- 1) Recommend approving as presented.
- 2) Recommend approving with changes.
- 3) Recommend denying project.

RECOMMENDATION:

Staff recommends approving as presented.

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

June 2021: Parks Board recommended approval as part of CIP

October 2021: Council approved design contract with Baird, Hampton and Brown for construction design

March 2023: Council approved land purchase from Burleson Independent School District for Bailey Lake Park expansion

FISCAL IMPACT:

\$1,792,594.23 will be funded through 4B reimbursement resolution as part of the 2023 Parks Capital Improvement Plan.

STAFF CONTACT:

David Lopez, CPRP
Deputy Director of Parks
dlopez@burlesontx.com
817-426-9297

Parking Expansion Construction for Bailey Lake and Chisenhall

Parks Board Meeting
April 13, 2023

Overview

Item B.

- ① Background
- ② Project Scope
- ③ Bid Summary
- ④ Timeline
- ⑤ Action Options

Background

- June 2021: Park Board recommended approval of Bailey Lake and Chisenhall parking lot expansions as part of Capital Improvements Program (CIP)
- October 2021: Council approved design contract with Baird, Hampton and Brown for construction documents
- March 2023: Council approved the .39 acre land purchase required to expand Bailey Lake's parking from Burleson Independent School District



Project Sites

Bailey Lake Site Plan



Project Scope

Item B.

- Remove existing materials
- Site grading
- Subgrade stabilization
- Concrete paving for spaces and drives
- Striping and signage
 - Additional 52 spaces for Bailey Lake (new total of 63 spaces total for park)
 - Additional 100 spaces for Chisenhall (new total of 775 spaces for complex)
- Turf and landscape improvements
- Lighting



Bid Summary

Item B.



- Total Construction Budget: \$2,001,000
- Total qualified bids: 5
- Bid range:
 - High \$2,223,153.10
 - Low \$1,629,631.30
- Recommended award:
 - Contractor: Northstar Construction, LLC
 - Bid: \$1,629,631.30
 - 10% contingency: \$162,963.13
 - Total award: \$1,792,594.43
- Additional non-contract costs:
 - Materials testings: \$12,000
 - Public Works inspections: \$45,000.00
 - Accessibility Inspection: \$1,700.00
 - Total non-contract costs: \$58,700.00
- Funding source: 4B Bonds

Estimated Timeline

Item B.



Options

Item B.

Staff recommendation



Recommend awarding a contract to Northstar Construction, LLC in the amount of \$1,792,594.43 for the construction of Bailey Lake Park and Chisenhall Fields parking expansions



Deny

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: April 13, 2023

SUBJECT:

Consider recommending approval of a contract with MHSC Energy Management for the purchase of LED lighting and fixtures for the interior of the Burleson Recreation Center in the amount of \$64,105.99. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

SUMMARY:

Installing LED Lighting inside the Burleson Recreation Center will provide consistent lighting throughout the facility, less frequent light bulb outages, and a more energy-efficient lighting option. We are making this request in replace of the money allocated for transitioning the exterior lights at the BRiCK to LEDs. Our proposal is to move forward with the interior lighting this year and request the exterior LED lighting in FY 23-24.

OPTIONS:

- 1) Recommend approval
- 2) Recommend denial

RECOMMENDATION:

Staff recommends approving the purchase as presented

FISCAL IMPACT:

Budgeted Y/N: Y
Fund Name: 4B
Full Account #: 116-6017-453-7205
Amount: \$58,278.99

STAFF CONTACT:

Jen Basham
Director of Parks and Recreation

jbasham@burlesontx.com
817-426-9201

Brick Interior LED Lighting

Item C.

Park Board - April 13, 2023

Staff Presenter: Jen Basham, Director of Park and Recreation



BRiCk Interior LED Lighting

Item C.

- ① Background
- ② Quote Comparison
- ③ Proposal & Funding
- ④ Options



Background

Item C.

- The current lighting at the BRiCk is inconsistent in color and brightness.
- LED bulbs utilize 90% LESS energy than traditional bulbs



Quote Comparison

Item C.



Compare Co-ops is a third party cooperative that solicits quotes for projects on behalf of organizations. There were 38 qualified suppliers notified of the details and given an opportunity to submit quotes for the project. 3 quotes were received.

1. MHSC Energy Management - \$58,278.99
2. SuperGreen Solutions of Charleston - \$84,215.40
3. Rexel - \$93,994.93

Proposal & Funding

Item C.



We propose to approve a contract with MHSC Energy Management for the completion of the LED Lighting Project.

Funding: Originally exterior lighting was budgeted at \$62,941 for this year, and indoor was budgeted as a future year project

- Staff recommends prioritizing the indoor lighting to be completed in conjunction with the remodel of the lobby at the BRiCK.
- The exterior lighting will replace all of the existing lighting around the perimeter of the facility
- An additional project will be recommended in the future to retrofit the parking lot lights
- These future projects will be submitted as supplemental requests

Project Scope

- Convert all lighting in main areas (lobby, fitness floor, meeting rooms)
- Includes installation of all lights and fixtures

Project Cost: \$58,278.99

- Contingency (10%): \$5,827
- Total award: \$64,105.99

Project is estimated to take 30 days

Options

Item C.

Staff Recommendation

- Recommend approval
- Recommend denial



Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: April 13, 2023

SUBJECT:

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

SUMMARY:

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

A group of nine people, five men and four women, are posing for a photo in front of a wire fence. They are dressed in casual outdoor attire, including jackets, hats, and jeans. Behind the fence, several bison are visible in a natural, wooded setting. The ground is covered with dry leaves and grass. The overall scene is bright and sunny.

Departmental Updates

Park Board - April 2023

Rec Special Events

Item A.



Event Recaps:

Dogs and Donuts: March 11, 2023 - Estimated attendance, 150 attendees

Vietnam Veterans Tribute: March 25, 2023 - Estimated attendance, 150 attendees

Russell Farm Egg Hunt & Bunny Daze: April 1, 2023 - Estimated attendance, 2,425 attendees

Aqua Egg Hunt: April 8, 2023 - 150 participants registered



Upcoming Events:

Coyote Loop Clean Up: April 15, 2023

Earth Day Celebration: April 22, 2023

Arbor Day Celebration: April 28, 2023

Far Out Family Camp Out: April 29, 2023



BUNNY DAZE



Item A.

**RUSSELL FARM
PRESCHOOL EGG HUNT**



VIETNAM VETERANS TRIBUTE



DOGS AND DONUTS

Claudia's Playground Re-Opened!



CLAUDIA'S PLAYGROUND RIBBON CUTTING

**APRIL 12, 6:00 - 7:30 PM
933 W BEND BLVD**

LAWN GAMES!

FREE SNOW CONES FOR 1ST 50 ATTENDEES!

FOOD FOR PURCHASE!

AND MORE!

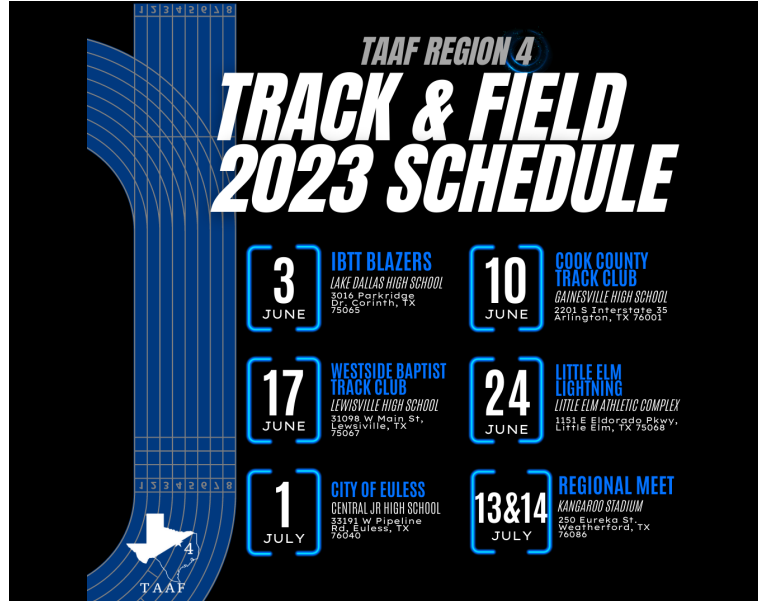
PLEASE NOTE:

LIMITED PARKING AVAILABLE - THIS IS A WALK UP EVENT



Rec Programs

Item A.



Athletic News:

Current Athletics:

Basketball, Softball, and Volleyball

Spring athletics currently in registration and upcoming:

Free Community Pickleball Clinic (Warren Park):

April 15

Youth Track Athletics



Program News:

Programming Highlight: Spring Break Camp

26 participants enrolled

Current and Upcoming Programming:

Homeschool PE (avg. 20 participants), Sporties for Shorties (avg. 5 participants), Gymnastics (avg. 36 participants), Teen Camp (upcoming), and Summer Camp (avg 90 participants currently).



Additional News:

Honey Tour Carnival: May 25-28

4-day carnival that will include live music, carnival rides, local vendors, games, and food.

Russell Farm Art Center

Item A.



Russell Farm Updates:

- Programs/Events March recap:
- Red Chair Lecture, Woodcarving: Gary Burkins: March 17 (25 participants)
- Show Me How Fair: March 25 (201 participants)
- Russell Farm Easter Egg Hunt: April 1 (425 participants)
- Upcoming Programs/Events:
- Pickled Asparagus Canning Workshop: April 15
- Date Night Experience: May 6



Item A.



Marketing and Community Engagement

Quick Stats as of 4/6:
Facebook Followers:
15,005
(210 follower increase)

Instagram Followers:
1319
(9 follower increase)

Tik Tok Followers:
1020
(10 follower increase)

Constant Contact
Subscribers:
5,118



Facebook Highlight: Pickleball at Warren Park

Reach - 27,705; Reactions - 697;
Comments - 187; Shares - 55



Facebook Highlight: Parks and Recreation reached 15k followers as of 4/6

March High Performing Content

Item A.

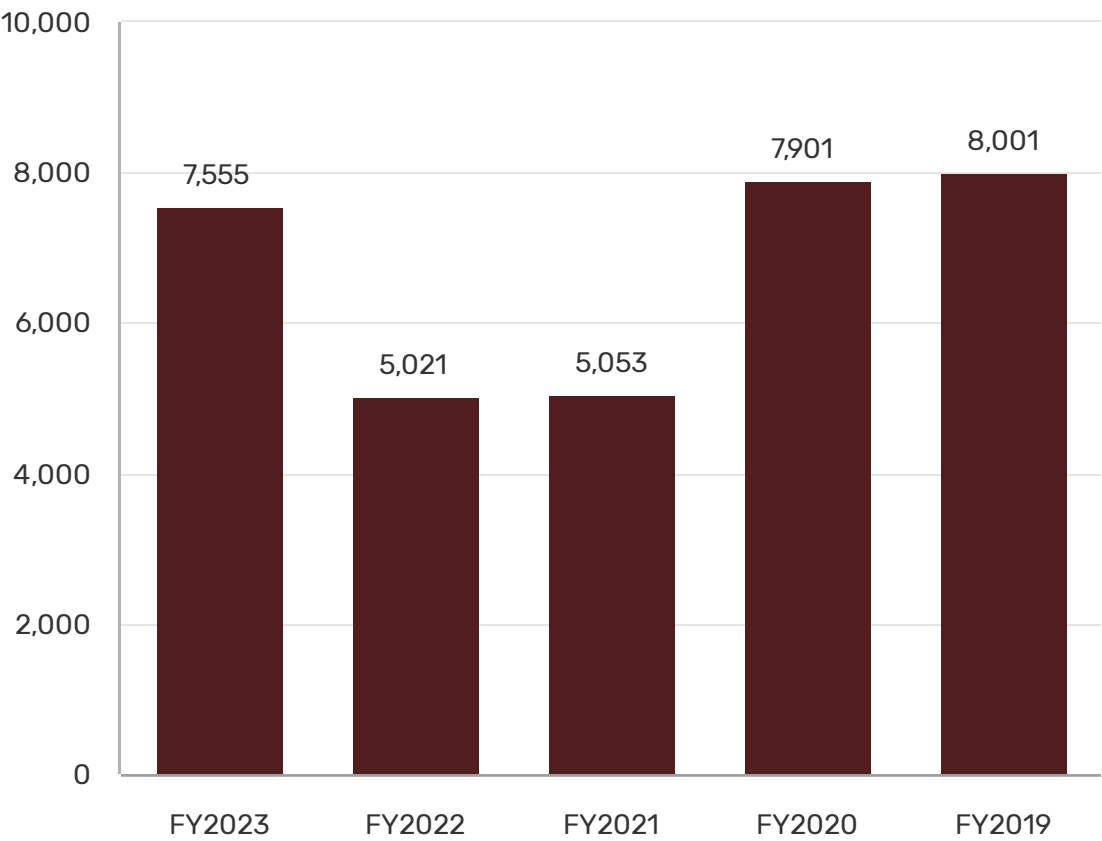
BRiCk - Projects

1. **Men's locker replacement - Installation on 4/17/23 to be completed and reopened 4/20/23**
2. **Upgrade AC system - Complete, additional items identified during the project that will be addressed in the coming weeks**
3. **Replace outdoor pool sand filter - In production**
4. **Lobby redesign/update - Scheduled for Council consideration Summer 2023**
5. **Outdoor Pool Shade Structures & Furniture - In production**
6. **Repairs from the recent leak in the fitness area-Complete**
7. **Relocate flag pole lighting out of walk path - Begin late April 2023**
8. **Plumbing repairs through lobby area - Begin late April 2023**

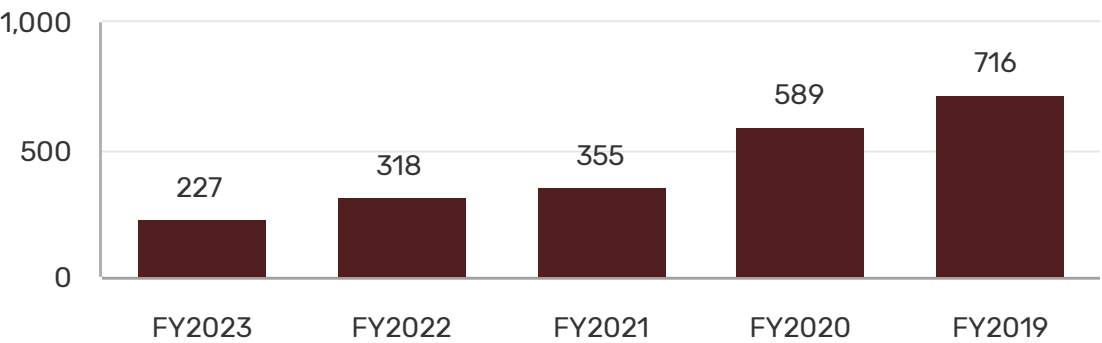


BRiCK- Memberships and Programs

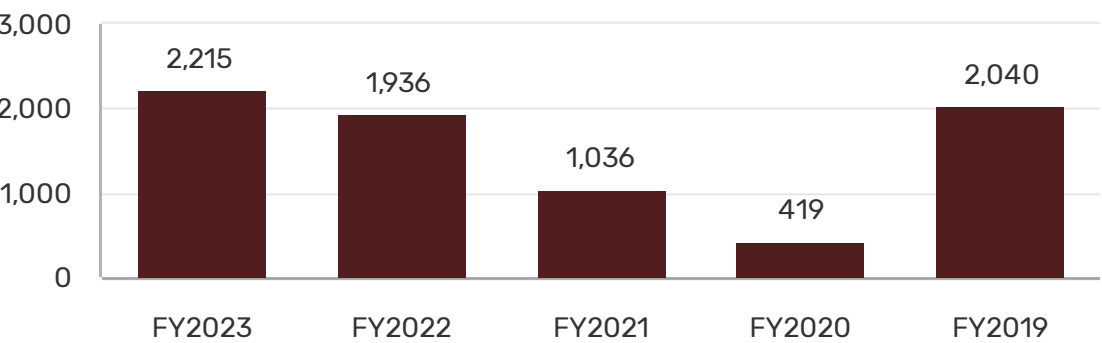
March Memberships



Program Enrollments



Fitness Class Attendance

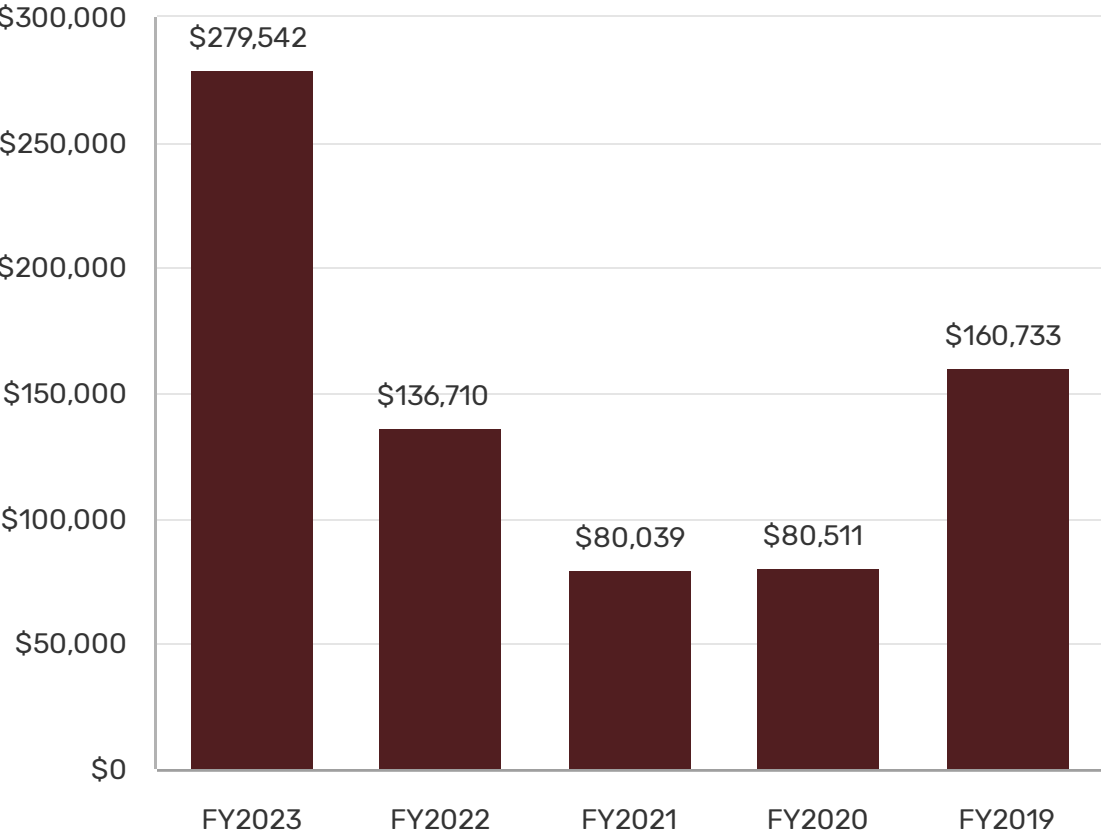


FY 2021 had limited data due to software conversion

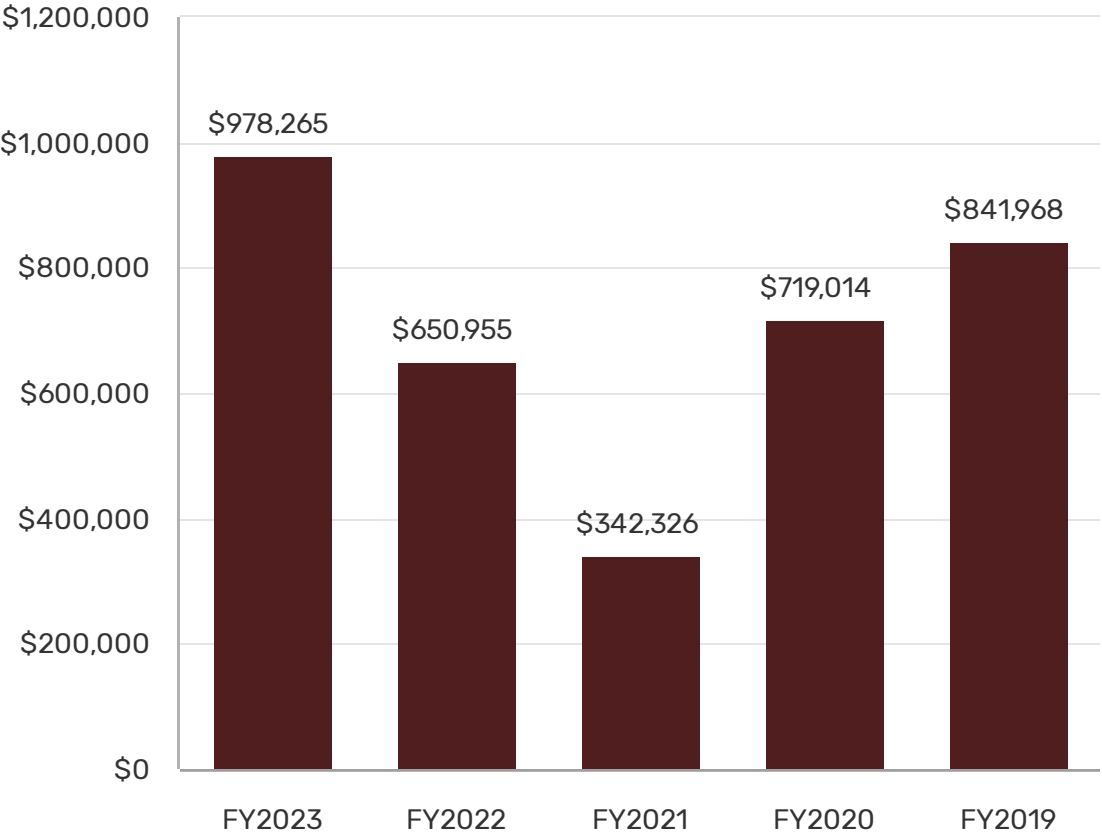
BRiCK-Revenue

Item A.

March



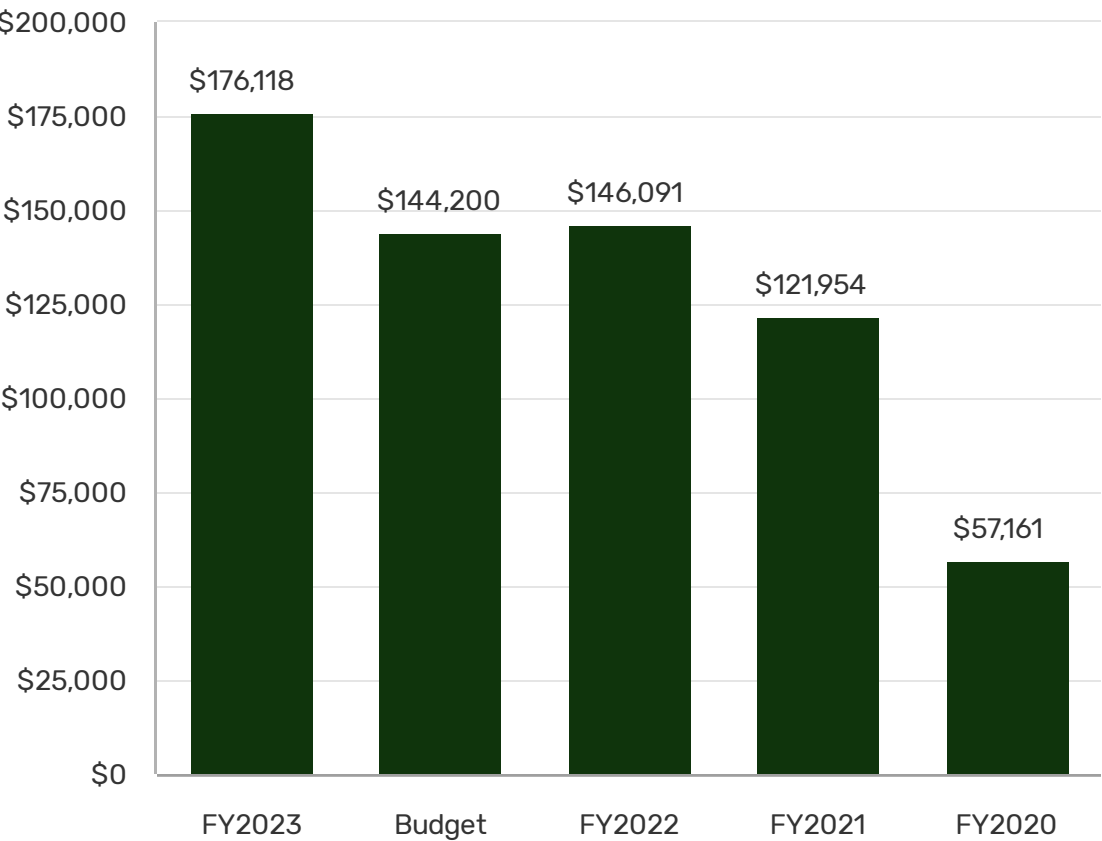
Year to Date (Accruals not included for current FY)



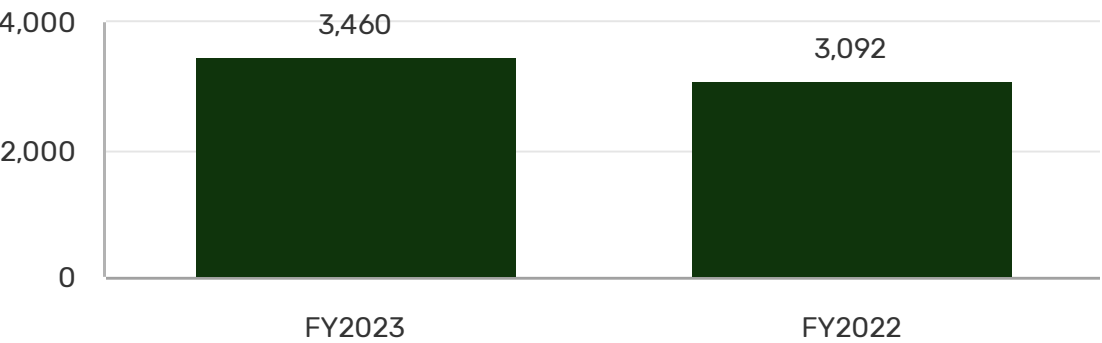
Golf- March Comparisons

Item A.

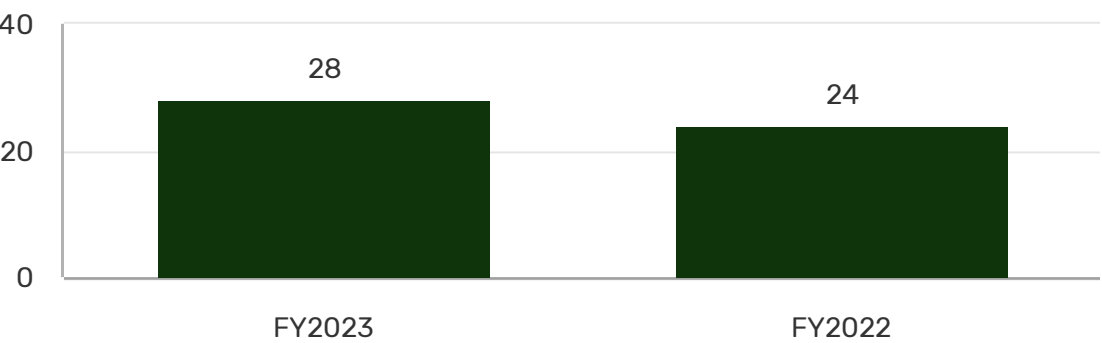
March Revenue



Rounds Played in March

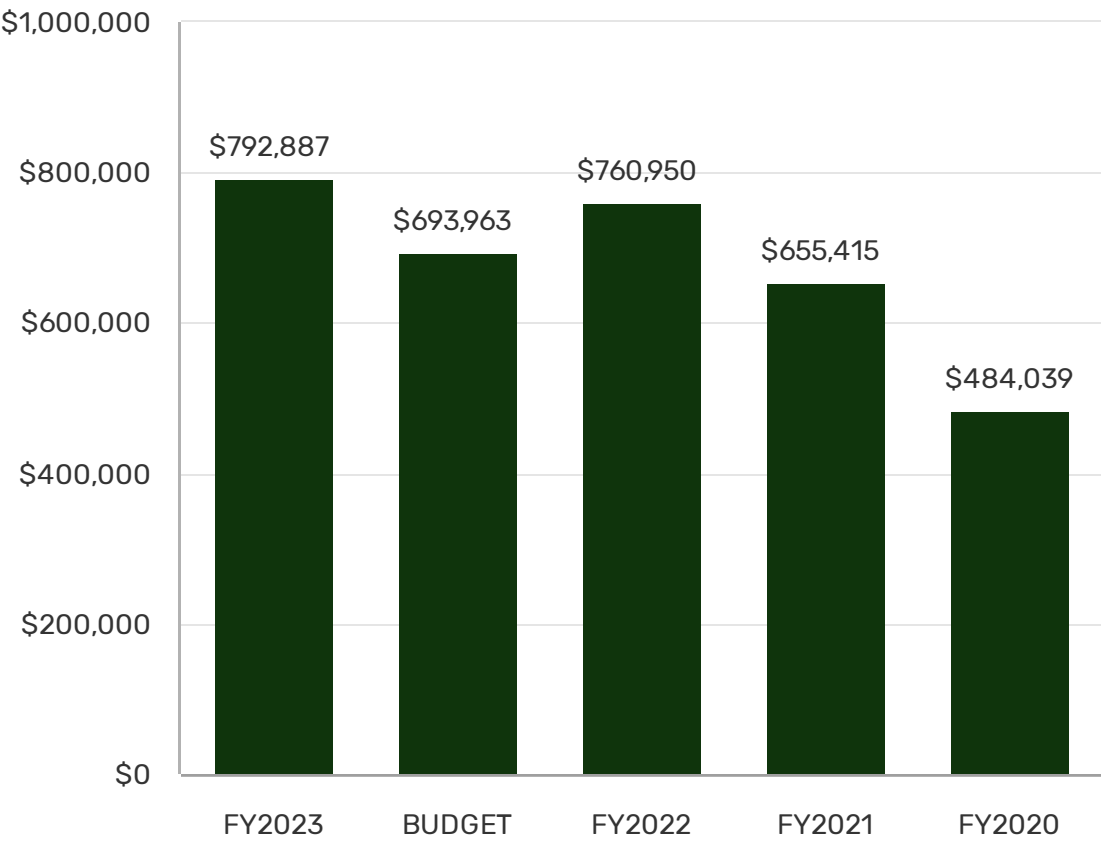


Playable Days

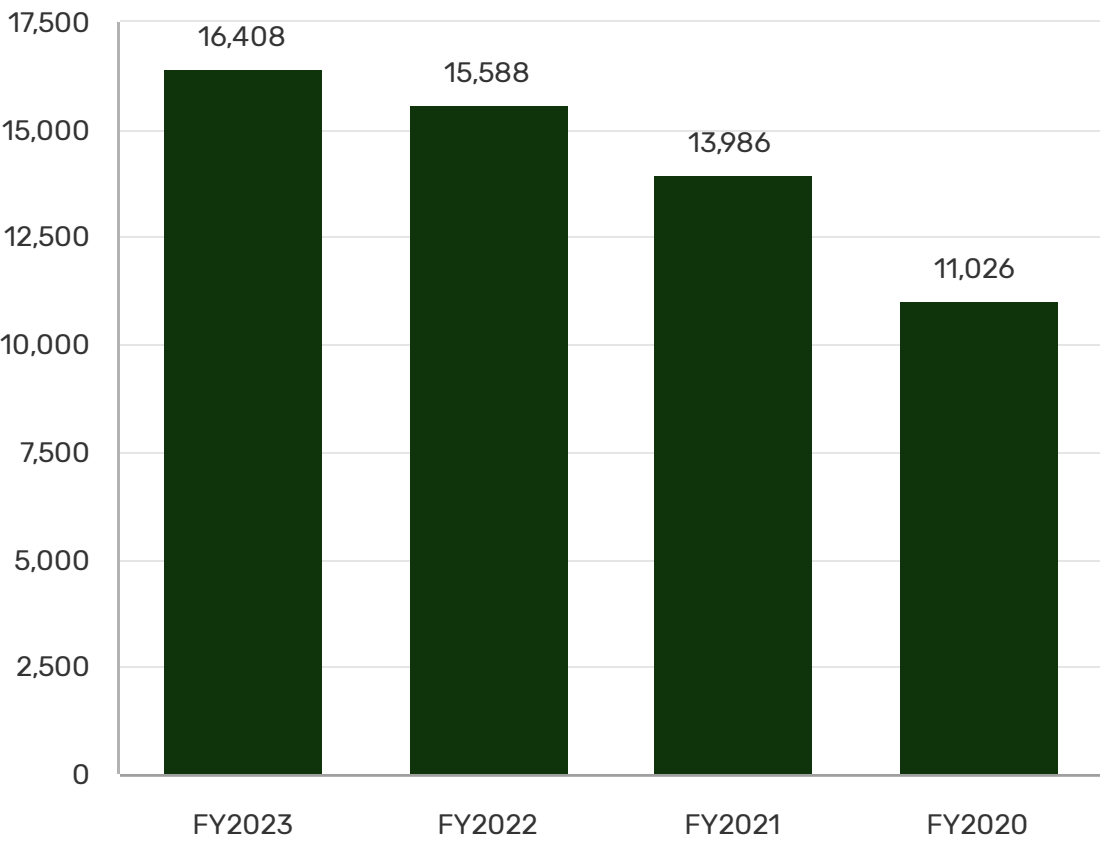


Golf- Year to Date

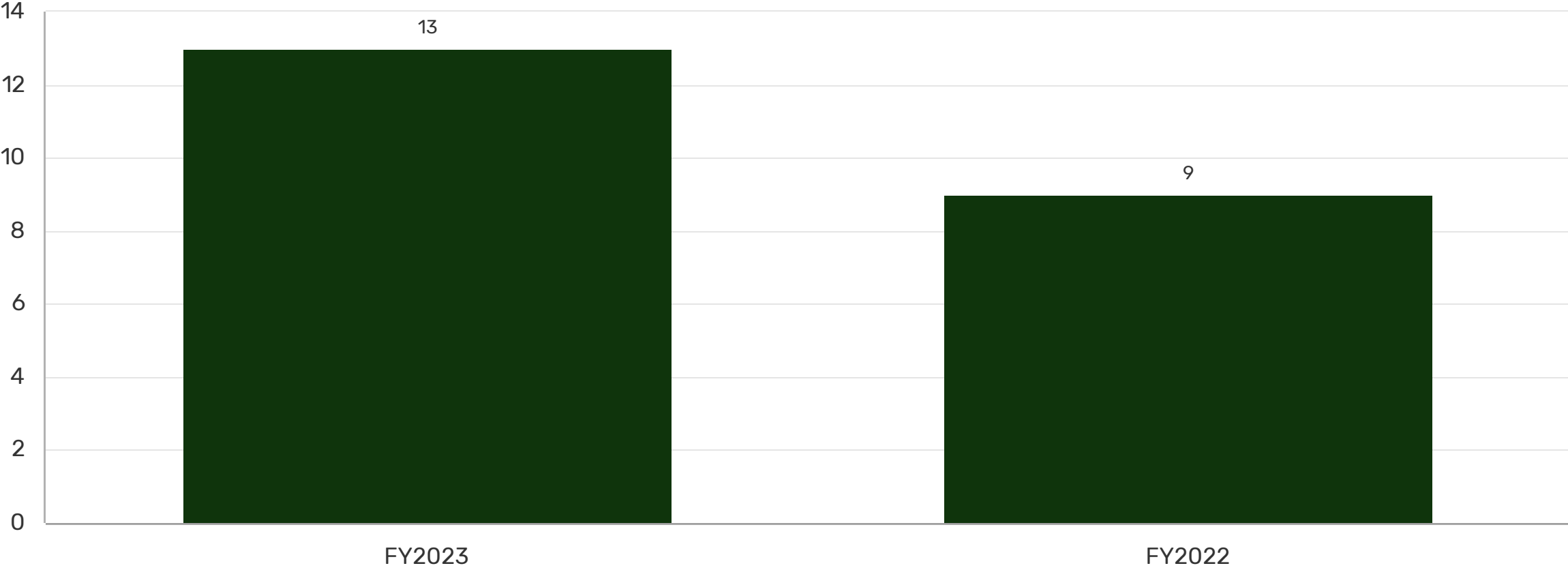
Revenue YTD October -March



Rounds Played YTD October- March



Tournaments YTD

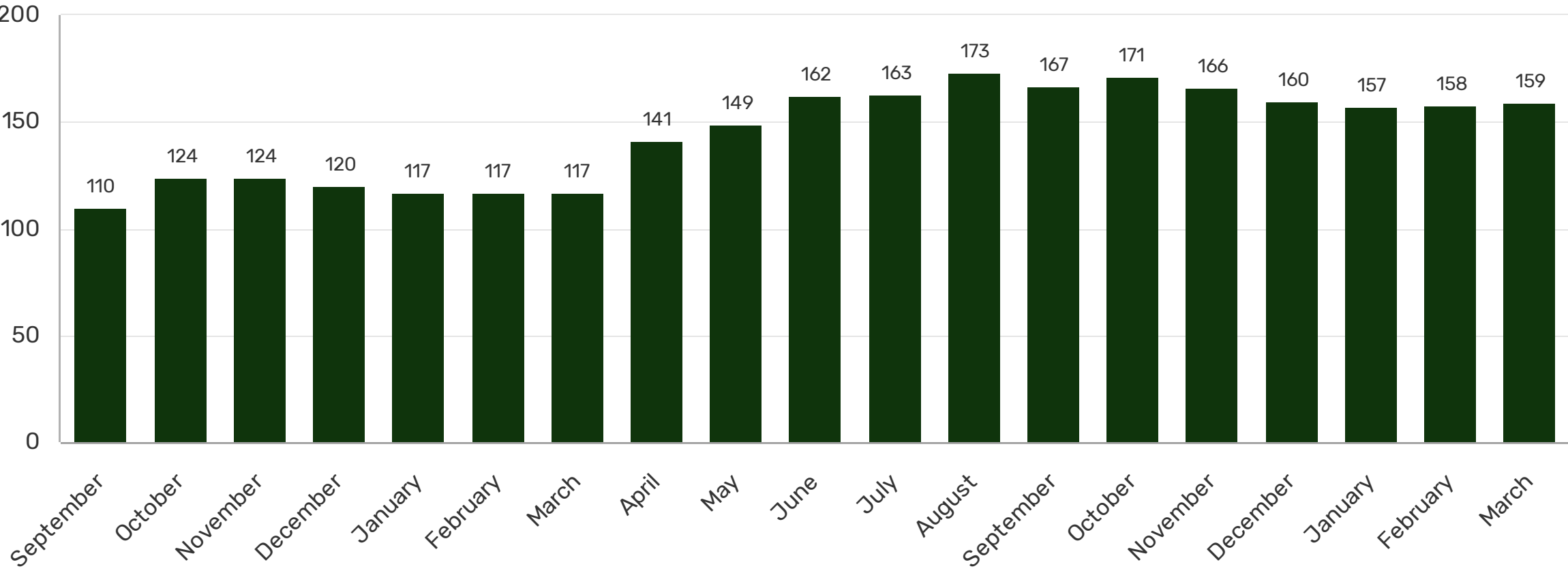


Golf-Memberships

159 Current Members

Item A.

Players Club



Parks - Capital Project Updates



- **Cemetery Expansion: Remaining items scheduled for completion before end of April 2023**
- **Bailey Lake and Chisenhall Parking Lot Expansions: Scheduled for Park Board award recommendation on 4/13/23 and Council consideration on 4/17/23**
- **Village Creek Trail: Revised 90% plans underway. Easement acquisitions in negotiation, estimated to begin construction Fall 2023**
- **Bartlett Soccer Complex: Under construction complete end of April, will re-open at the end of June after sod has grown in and established**
- **Park Monument Signs: Finalizing quotes**

Parks - Capital Project Updates (Continued)

- **Claudia's Playground: Complete**
- **Parks Building: Mezzanine and steel beams installed.**
- **Oak Valley North Park: Parking lot under construction with playground to follow upon completion. Estimated completion May 2023**
- **Elk Ridge Park: Estimated completion May 2023**
- **Wakefield Park: Estimated completion May 2023**



Parks - Capital Project Updates (Continued)

- **Clark Park: Estimated completion May 2023 - parking lot concrete poured. Sidewalks, signage/striping, and landscape underway**
- **Chisenhall Fields: Estimated completion April 2023**
- **City Gateway Signage: Initial renderings under review**
- **Shannon Creek: Schematic design complete and under staff review**



March Parks by the Numbers

Item A.



28

INSPECTIONS PERFORMED
PLAYGROUND REPAIRS: 18

Litter Abatement in Parks,
Athletic Fields, and ROWs

32,220

Pounds of Litter Removed



Irrigation Services

7

Irrigation Systems
Inspected

20

Irrigation repairs made

Integrated Pest
Management

- 3 sites treated for fire ants and pests
- 10 sites treated with pre-emergent weed preventative
- 10 sites received post-emergent weed control treatments

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

March Parks by the Numbers

Item A.



Certified Arborist

Crew Leader TJ Arthur passes International Society of Arboriculture exam to become Certified Arborist

Acres Mowed in Parks and ROWs



358 Acres

Installation of French drains at Bark Park



BISD One Day Outside



- Students learn about citizen science and science career paths
 - BioBlitz! resulting in 76 observations of 46 species documented at Village Creek Trail
- Beneficial plants marked for optimal relocation prior to trail construction



Seasonal Color

New annuals planted at Plaza and The BRiCk

Feedback?

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: April 13, 2023

SUBJECT:

Community Announcements

SUMMARY:

Recreation programming calendar for April 2023.

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

RECREATION PROGRAMS/EVENTS CALENDAR

2023
APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
				Wood Shop Gymnastics and Tumbling Homeschool PE Tae Kwon Do		1 Easter Egg Hunts in BTX Light Up the Night Open Art
2	3 Women's Self Defense Sporties for Shorties	4 Homeschool PE Archery Gymnastics and Tumbling Tae Kwon Do	5 Sporties for Shorties	6 Wood Shop Gymnastics and Tumbling Homeschool PE Tae Kwon Do	7 School Break Fun Camp Russell Farm Kids Gardening	8 Aqua Egg Hunt Open Art
9	10 Sporties for Shorties	11 Homeschool PE Archery Gymnastics and Tumbling Tae Kwon Do	12 Sporties for Shorties	13 Wood Shop Gymnastics and Tumbling Homeschool PE Tae Kwon Do	14 Russell Farm Kids Gardening	15 Open Art Coyote Loop Clean Up Pickleball Clinic Canning Workshop
16	17 Sporties for Shorties	18 Homeschool PE Archery Gymnastics and Tumbling Tae Kwon Do	19 Sporties for Shorties	20 Wood Shop Gymnastics and Tumbling Homeschool PE Tae Kwon Do	21 Russell Farm Kids Gardening	22 Open Art Earth Day
23	24 Sporties for Shorties	25 Homeschool PE Archery Gymnastics and Tumbling Tae Kwon Do	26 Sporties for Shorties	27 Wood Shop Gymnastics and Tumbling Homeschool PE Tae Kwon Do	28 Arbor Day Celebration Russell Farm Kids Gardening	29 Open Art Far Out Camp Out

Programs that are not listed:

Ongoing Fitness Classes and Athletic Leagues (Basketball, Softball, Open Play Pickleball, and Volleyball)