



## Park Board Agenda

Thursday, January 11, 2024  
6:00 PM

City Hall 141 W Renfro  
Burleson, TX 76028

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### 1. CALL TO ORDER

### 2. GENERAL

- A. Consider approval of the December 14, 2023 meeting minutes. (*Staff Presenter: Kerry Montgomery, Senior Administrative Secretary*)
- B. Consider recommending approval of a minute order for the purchase of dredging services by American Underwater Services LLC for Bailey Lake Park via an interlocal agreement with the City of Southlake for the amount not to exceed \$72,450.00. (*Staff presenter: Jen Basham, Parks and Recreation Director*)
- C. Consider approval of a contract with CorWorth Restroom Facilities for a restroom facility at Oak Valley North Park in the amount of \$94,989. (*Staff Presenter: Daniel Shafer, Parks Superintendent*)

### 3. REPORTS AND PRESENTATIONS

- A. Receive the December 2023 Department Update Presentation (Staff Presenter: Jen Basham, Director of Parks and Recreation)
- B. Parks and Recreation Programming Calendar Attached

### 4. 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 City Council from deliberating or taking action on an item not listed on the agenda. City Council 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 City Council on an item posted on the agenda, shall speak when the item is called forward for consideration.

### 5. REQUESTS AND 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 5th of January 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.

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## Park Board

**DEPARTMENT:** Parks and Recreation

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

**MEETING:** January 11, 2024

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**SUBJECT:**

Consider approval of the December 14, 2023 meeting minutes. (*Staff Presenter: Kerry Montgomery, Senior Administrative Secretary*)

**SUMMARY:**

**RECOMMENDATION:**

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

**REFERENCE:**

**FISCAL IMPACT:**

**STAFF CONTACT:**

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

## BURLESON PARKS ADVISORY BOARD

December 14, 2023

## MINUTES

DRAFT

Call to Order – 6:00 PM

Roll Call

Board Members Present

Matthew Quinn  
 Ashli Logan  
 Shannan Sutter  
 Sherry Scott  
 Nathan Nakamura  
 Michael Massey

Board Members Absent

Tyler Knox  
 Christopher Schott  
 Lindsey Cobb

Staff in Attendance:

Tommy Ludwig (City Manager)  
 Eric Oscarson (Deputy City Manager)  
 Jen Basham (Director of Parks and Recreation)  
 David Lopez (Deputy Director, Parks)  
 Daniel Shafer (Parks Superintendent)  
 Kerry Montgomery (Senior Administrative Secretary)

Guests

None

**1. Call to order: 6:00 PM****2. General**

**A. Consider approval of the November 9, 2023 meeting minutes. (Staff Presenter: Kerry Montgomery, Senior Administrative Secretary)**

Sherry Scott made a motion to accept the minutes as presented. Shannan Sutter seconded the motion. The motion passed 6-0, with three members being absent.

**B. Consider recommending approval of a contract with Don Smith Concrete for ITB 2024-001 Oak Valley South Trail in the amount of \$114,708. (Staff Presenter: Daniel Shafer, Parks Superintendent.)**

Project for the construction of a 6-foot concrete trail with flume extension, headwall, and ramp connecting Oak Valley Estates Phases 6 and 7 to the Oak Valley Trail at Hidden Creek Parkway via Oak Valley South Park. The total amount will be allocated from 4B Bond funds. Staff explained the details of the project and the bids received. Michael Massey made a motion to recommend the contract with Don Smith Concrete. Ashli Logan seconded the motion. The motion passed 6-0 with three members being absent.



**C. Recommend amending the fee schedules within the Parks Performance Fund. *Staff Presenter: Jen Basham, Director of Parks and Recreation***

The Parks Performance Fund allocates revenues and expenditures for the Burleson Recreation Center, Russell Farm, and Athletics. These areas generate revenue and the remaining balance to cover expenditures is subsidized by 4B funds. Staff has prepared membership, rental, and program fee updates for the current year to support the PPF. Membership Fees: Increase 10% Day Passes: Add Non-Resident Rate BRiCk General Program Fees: Increase 25% Camp Fees: Increase 5% BRiCk Rental Fees: Increase 10% Russell Farm Rentals: Increase 10% Russell Farm Educational Field Trip: \$5/child Park Pavilion Rentals: Increase \$5/hour.

Staff shared a presentation that included the actual costs of the increase in fees. These increase are estimated to decrease subsidies 5%. A discussion followed. Staff benchmarked fees with comparable size cities in North Texas to arrive at the fees suggested. Sherry Scott made a motion to approve the fee schedule as presented. Ashli Logon seconded the motion. The motion passed 6-0, with three members being absent.

**D. December Programming Calendar attached.**

The board received a calendar of events for December 2023.

**3. Citizen Appearances**

None

**4. Reports and discussion items:**

**A. Receive the November 2023 Monthly Report**

Staff reviewed departmental programs, events and revenues for November. A discussion followed. Eric Oscarson, Deputy City Manager provided an update on the Dog Park in regards to contamination discovery and testing that is occurring.

**5. Board requests for future agenda items or reports.**

A request was made to live stream the Park Board meetings to the public going forward. Staff will look into the possibility.

**Adjourn:**

There being no further business, Chairperson, Matthew Quinn adjourned the meeting.  
Time – 6:46 PM

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Kerry Montgomery, Senior Administrative Secretary

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## Park Board

**DEPARTMENT:** Parks and Recreation

**FROM:** David Lopez, Deputy Director of Parks

**MEETING:** January 11, 2024

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**SUBJECT:**

Consider recommending approval of a minute order for the purchase of dredging services by American Underwater Services LLC for Bailey Lake Park via an interlocal agreement with the City of Southlake for the amount not to exceed \$72,450.00. (*Staff presenter: Jen Basham, Parks and Recreation Director*)

**SUMMARY:**

Bailey Lake Park features an 8-acre pond that was constructed in 2008. The pond not only provides recreational and environmental benefits, but is primarily used as the irrigation source for Bailey Lake Park and Chisenhall Fields. The pond is fed by rainwater, a well (supplemental), and storm water from Hidden Creek Pkwy.

Since construction of the pond, storm water has carried sediment into it over time. As the silt has built up, the water-holding capacity of the pond has decreased. This impacts wildlife habitat, recreation, and the amount of irrigation available for the parks during the dry, hot summer months. Dredging is needed to restore the pond to its original depth and storage capacity.

**RECOMMENDATION:**

Staff recommends approval.

**STAFF CONTACT:**

David Lopez, CPRP  
Deputy Director of Parks  
[dlopez@burlesontx.com](mailto:dlopez@burlesontx.com)  
817-426-9297



# Bailey Lake Dredging

Jen Basham, Parks and Recreation Director

# Overview

- Bailey Lake
- Siltation Concerns
- Dredging Solution
- Method
- Site Plan
- Procurement Summary
- Timeline
- Action Options

# Bailey Lake

- Built in 2008
- 8 surface acres of water
- Fed by:
  - Direct rainfall
  - Storm water runoff
  - Well water (supplemental)
- Provides:
  - Irrigation for Chisenhall Fields
  - Irrigation for Bailey Lake Park
  - Fish and wildlife habitat for ecosystem and recreation





# Siltation Concerns

- Storm water discharges into Bailey Lake at south end
- Silt carried by storm water builds up in pond over time (since 2008) causing it to become more shallow
- As pond holds less water, fish habit diminishes and less irrigation is available for parks
- Well water is insufficient to offset evaporation loss and irrigation consumption during drought and hot summer months
- It is ideal to have maximum holding capacity of pond to store rain and storm water needed for parks irrigation during hottest times of the year



# Dredging

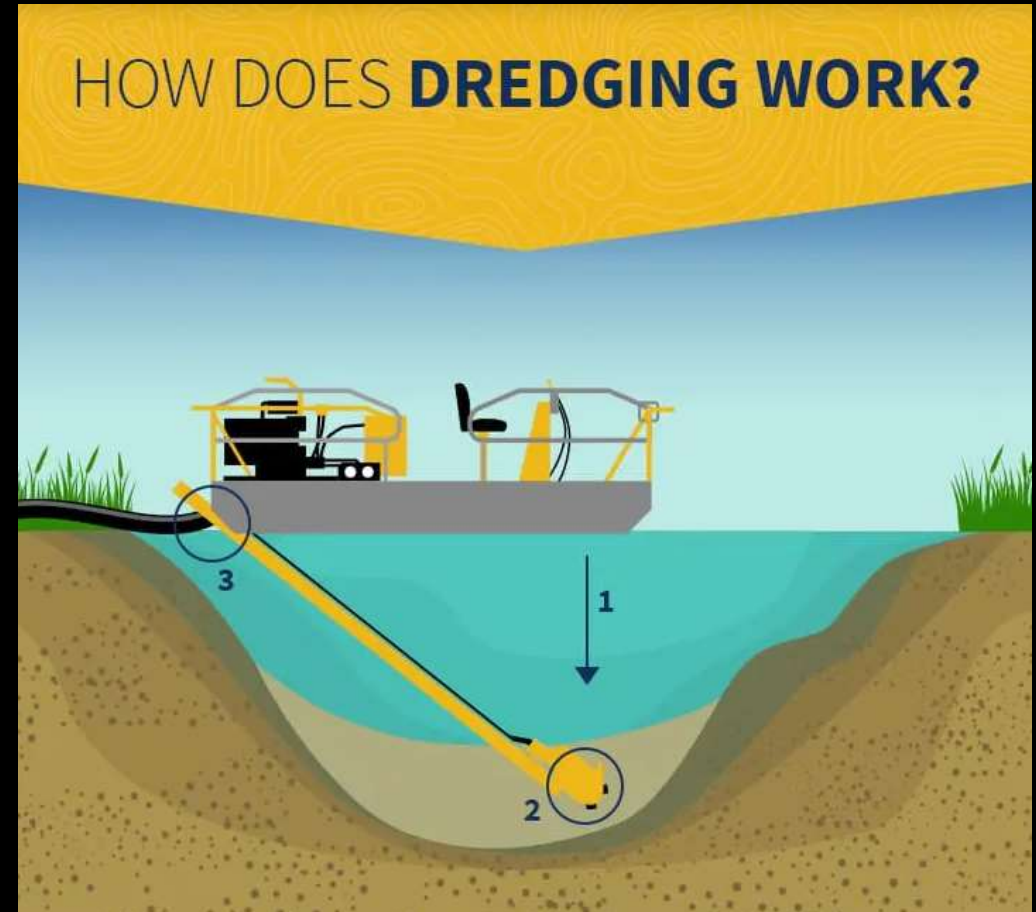
- Removal of silt build-up from bottom of water bodies to deepen or widen them for functional or environmental purposes.
- Dredging Bailey Lake would:
  - Remove about 500 cubic yards of silt
  - Increase holding capacity by 101,000 gallons
  - Provide 3 to 6 weeks irrigation for Bailey Lake Park and Chisenhall Fields which could be the difference in sustaining hottest/driest time of year
  - Increase and improve aquatic habitat





# Method: Hydraulic Dredging

1. Boom lowered to bed of water body
2. Rotating cutter-bar loosens sediment which a pump removes
3. Silt and debris relocated to staging area for off-site disposal







## Site Plan

- Area closest to storm water discharge has collect highest levels of silt
- Removed silt will be staged in area closest to focal area in roll-off containers so as not to impede trail use
- When a container is full, it will be picked up to be transported for off-site disposal and replaced with another until completion



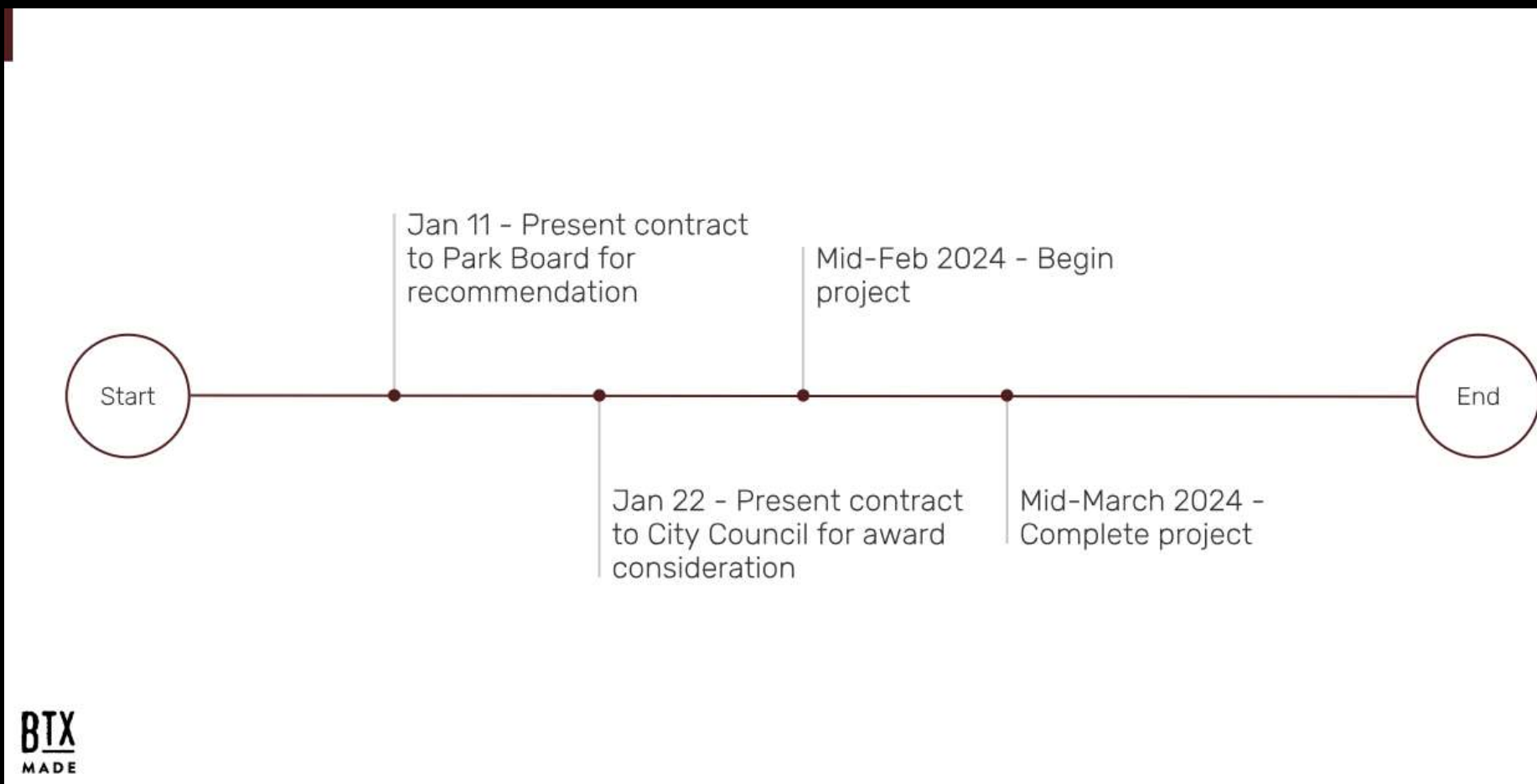
# Procurement Summary

- Unique service with limited number of qualified providers in the area
- Several DFW agencies used vendor contract with City of Southlake via Interlocal Agreement (ILA)
- City of Burleson executed ILA with City of Southlake to procure services from American Underwater Services LLC
- Quote for services: \$69,000.00
- 5% contingency: \$3,450.00
- Total Award: \$72,450.00





# Timeline



# Options

- Recommend APPROVAL of a minute order for the purchase of dredging services by American Underwater Services LLC for Bailey Lake via an interlocal agreement with the City of Southlake for the amount not to exceed \$72,450.00
- Recommend DENYING approval of a minute order for the purchase of dredging services by American Underwater Services LLC for Bailey Lake via an interlocal agreement with the City of Southlake for the amount not to exceed \$72,450.00



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

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## Park Board

**DEPARTMENT:** Parks and Recreation

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

**MEETING:** January 8, 2024

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**SUBJECT:**

Consider approval of a contract with CorWorth for a restroom facility at Oak Valley North Park in the amount of \$94,989. *(Staff Presenter: Daniel Shafer, Parks Superintendent)*

**SUMMARY:**

Project for the construction of a single modular restroom with janitorial closet for Oak Valley North Park.

**RECOMMENDATION:**

- 1) Approve as presented or with modifications
- 2) Deny request

**FISCAL IMPACT:**

Restroom Facility: \$94,989

Other associated costs: \$33,000

Total of \$127,989 will be allocated from 4B Bond Funds

**STAFF CONTACT:**

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



# Oak Valley North Park- Restroom

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JANUARY 11, 2024

STAFF PRESENTER: DANIEL SHAFER, PARKS SUPERINTENDENT

# Overview

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- Background
- Project Scope
- Restroom Design
- Site Plan
- Quote Summary
- Other associated costs
- Timeline
- Action Options



# Background

- Staff received a request through 311 to add a portable restroom to Oak Valley North Park
- During prior park design and improvement discussions the support for the addition of restrooms has been mixed
- On August 24, 2023, staff presented to Parks Board estimated costs for permanent restroom or short term options with port-a-lets
- The overall opinion of the board was to support the installation of restrooms in all parks, whether portable or permanent
- City Council approved Parks and Recreation 2024-2028 CIP on September 18, 2023
  - Oak Valley North Park restroom was included

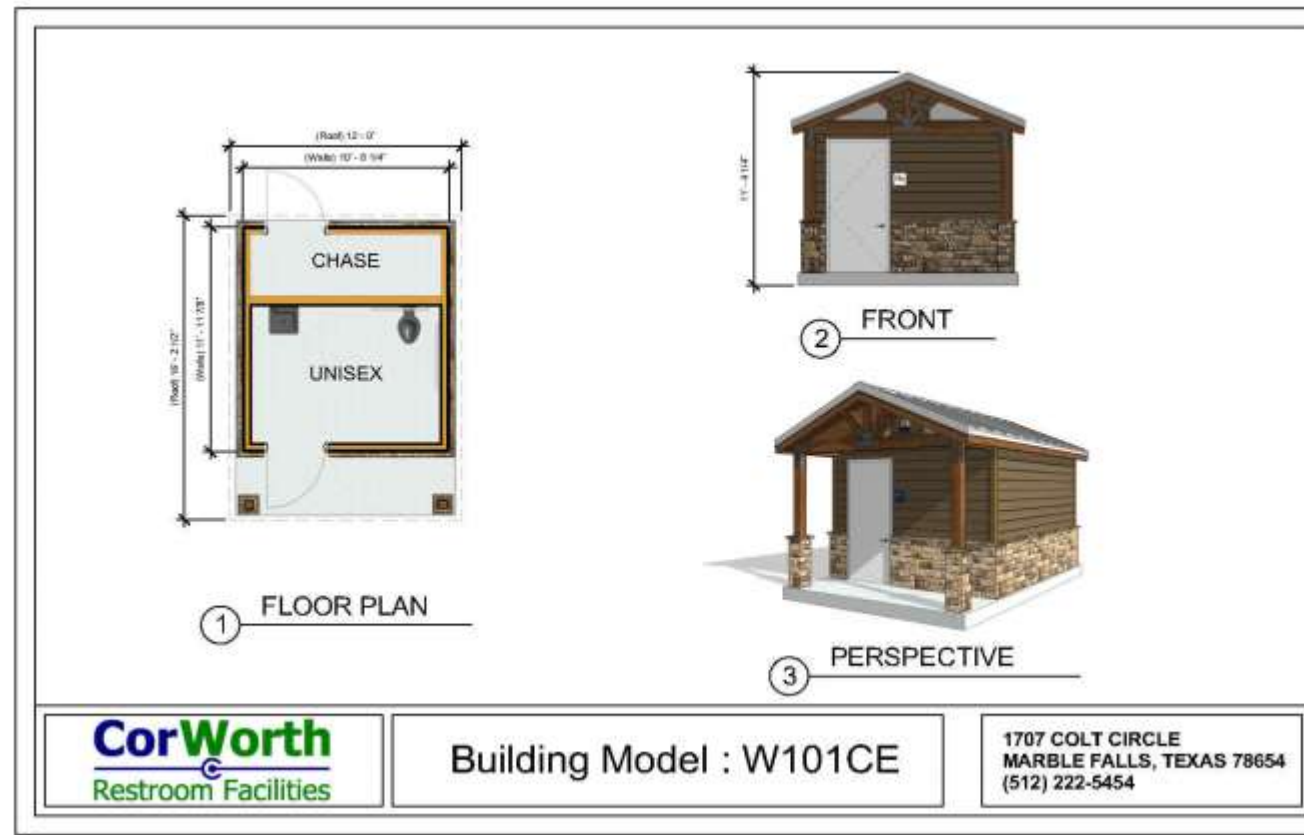


# Project Scope

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- Single unisex restroom with janitorial closet
- Utilities
- Site pad prep for restroom structure
- ADA walking path from existing path to playground

# Restroom Design

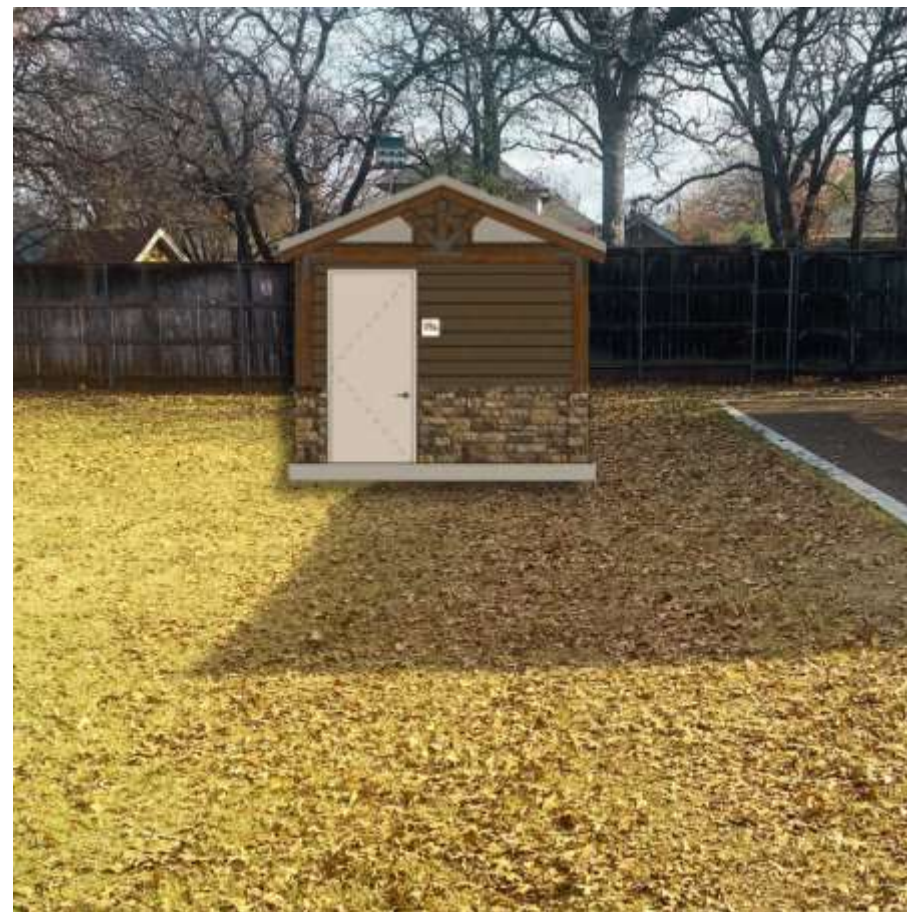
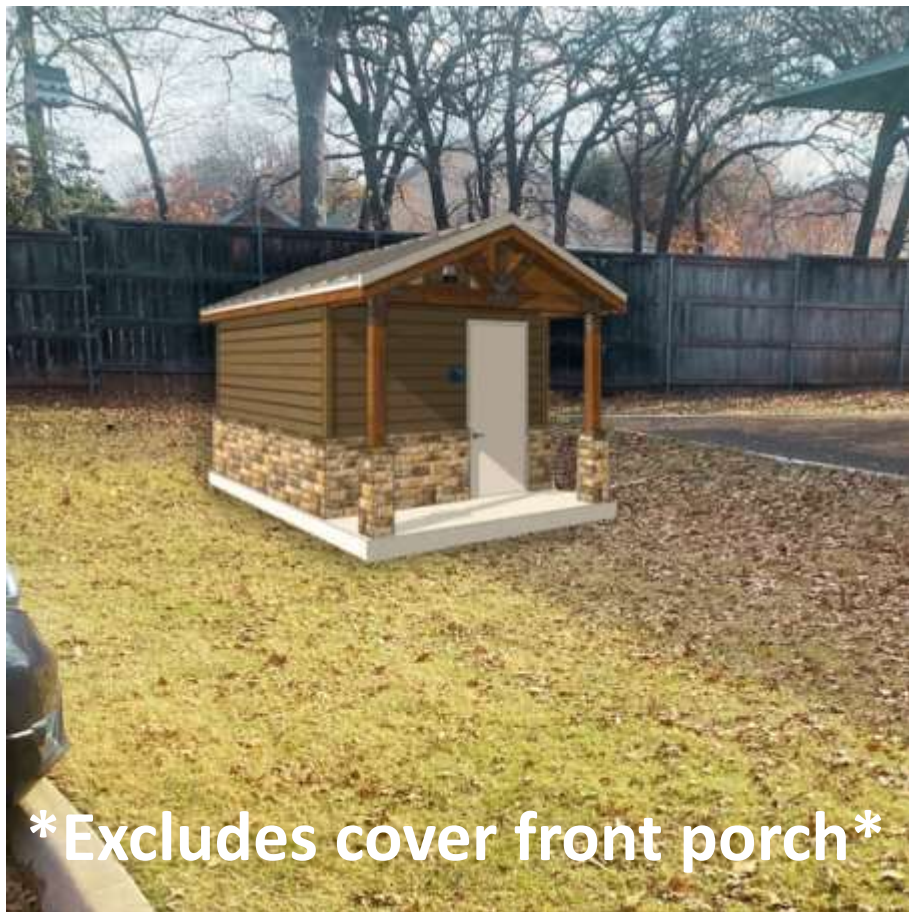


\*Excludes cover front porch\*





# Site Plan



# Quote Summary

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- Quotes from 3 vendors
  - CorWorth- \$94,989.00
  - Public Restroom Company- \$135,000.00
  - Green Flush Restrooms- \$125,345.00
- Recommended award:
  - CorWorth- \$94,989.00

# Other Miscellaneous Costs (Estimate)

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- Water and Sewer impact fees
- Permit and Site Plan fees
- Utilities
- Site Prep
- Fire Code Review
- TDLR/RAS
- Water Meter Fee
- ADA Accessibility path
- Approximately \$33,000**





# Total Estimated Project Cost

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TOTAL: \$127,989.00

PROJECT BUDGET: \$150,000.00

PROJECT FUNDING: 4B BONDS





# Timeline

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January 2024- Present construction contract to Parks Board for recommendation

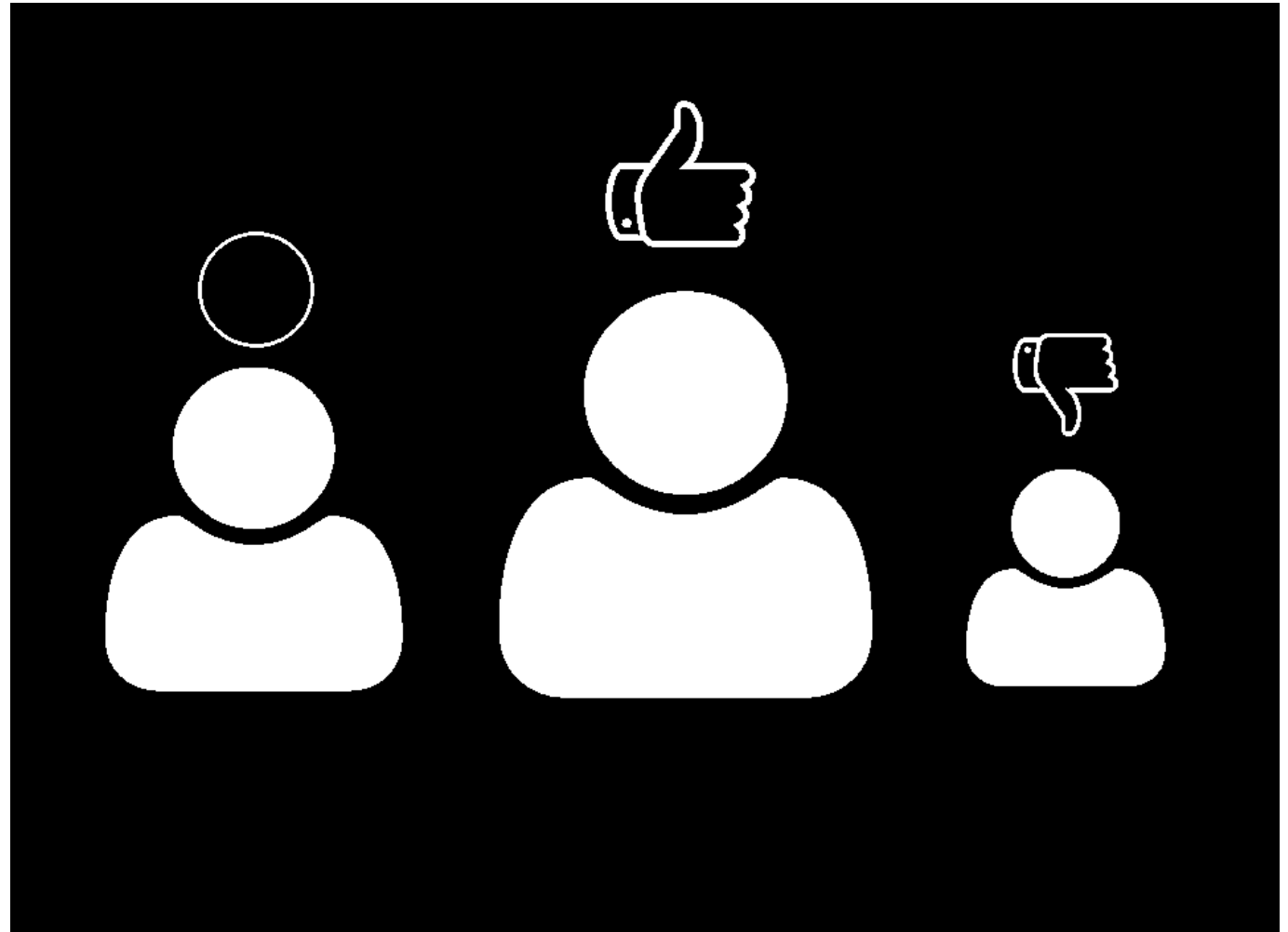
February 2024- Present construction contract to City Council for award consideration and permits

April 2024- Restroom in production

July 2024- Delivery of restroom structure

August 2024- Connection of utilities to structure and ADA path, Completion

# Direction & Feedback



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## Park Board

**DEPARTMENT:** Parks and Recreation

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

**MEETING:** January 11, 2024

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**SUBJECT:**

Receive the December 2023 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](mailto:jbasham@burlesontx.com)  
817-426-9201

# Departmental Updates

Parks Board- January 2024



## Rec Special Events

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Item A.

### Upcoming Events:

Community Valentine Dance: Mardi Gras Theme - February 3, 2024

Mardi Craw - February 13, 2024

Russell Farm Date Night Experience - February 16, 2024

# Rec Programs

Item A.



## Athletic News:

### Upcoming Athletics:

Currently in registration for Spring Softball, Basketball, Volleyball, and Flag Football (Mens/Co-ed)

### Athletics Highlight:

Youth TAAF Volleyball Tournament: June 1 and 2



## Program News:

### Current Programming:

Gymnastics (27 registered), Women's self defense (6 registered); Winter Fun Camp - 54 participants (over 3-week period)

### Upcoming Program Highlight:

Community Healthy Cooking Class provided in partnership with HEB - January 2024



## Additional News:

Program planning has begun for the 2024 Spring/Summer season. The newest community guide including the latest program and service updates is currently being designed.

Summer Camp planning has also kicked off! We are currently in the process of hiring this year's camp director.

## Events

### *(Recap and Upcoming):*

- **December 6-9:** Nights of Lights  
809 participants
- **December 9:** Christmas on the Farm  
1,200 participants

## Program Updates:

- Spring/Summer program planning has begun! Program additions will include camp program paid field trip offerings, art camps, additional culinary classes and more.



VOLUNTEER APPRECIATION BRUNCH  
DECEMBER 14, 2023





# Marketing and Community Engagement

Quick Stats as of 1/3:

Facebook Followers:

17,405

(49 follower increase)

Instagram Followers:

1,587

(55 follower increase)

Constant Contact Subscribers:

5,118



Facebook Highlight: Re-furbished Water Fountain

Reach - 13,792; Reactions - 58



2023 Recap: By the Numbers

Item A.





## **BRiCk - Projects**

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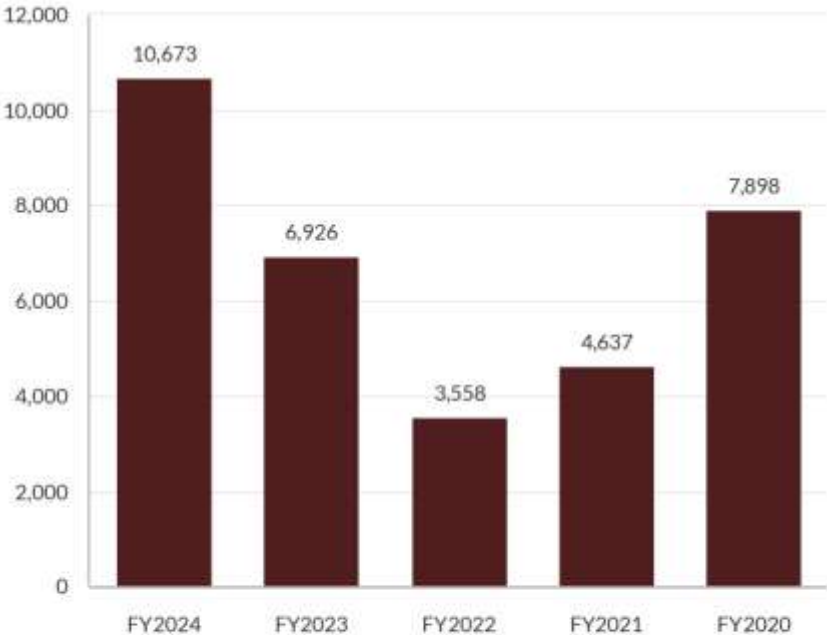
*Item A.*

1. Finalizing selection of Construction Manager at Risk,  
2 vendors responded to the RFP
  - Lobby Remodel
  - Desert Aire Replacement
  - HVAC Replacement
  - Indoor Pool Replaster
  - Indoor Pool Sand Filter Replacement
2. Replace protective gym floor covering - Acquiring bids
3. Replace lockers in women's locker room  
- Acquiring bids

# BRiCK- Memberships and Programs

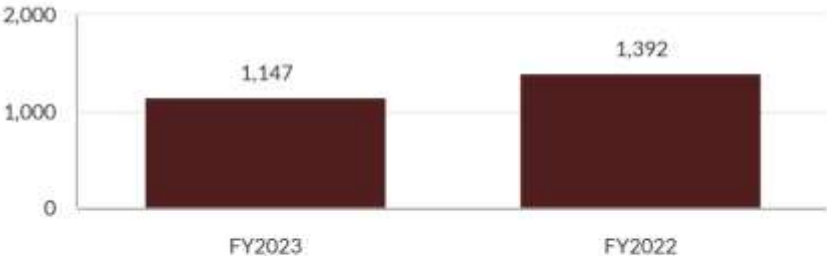
Item A.

December Memberships

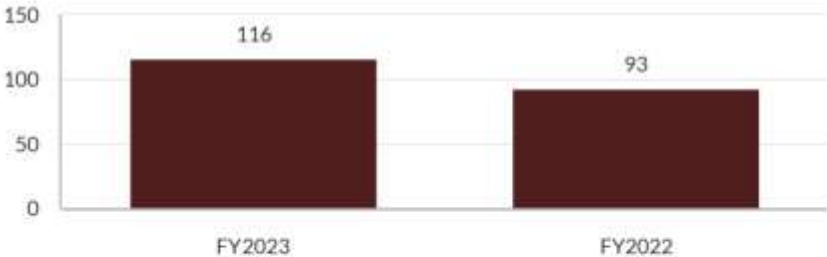


Membership numbers from June 2023 onward now include all individual members of a family membership.

December - Fitness



December - Programs (includes Russell Farm Art Center)



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

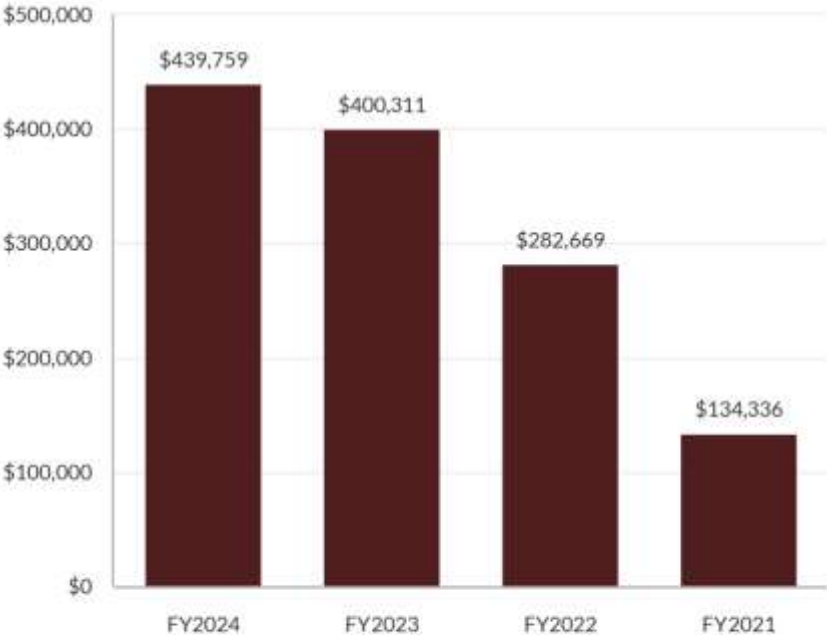
# BRiCK-Revenue

Item A.

December



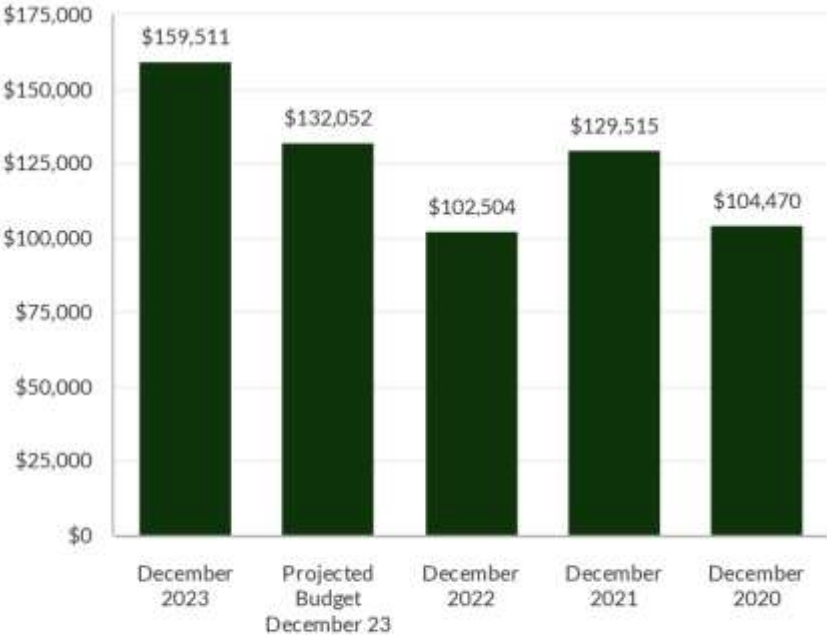
Year to Date (Accruals not included for current FY)



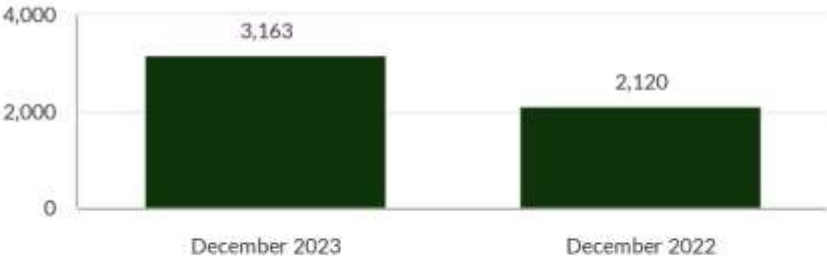
# Golf- December Comparisons

Item A.

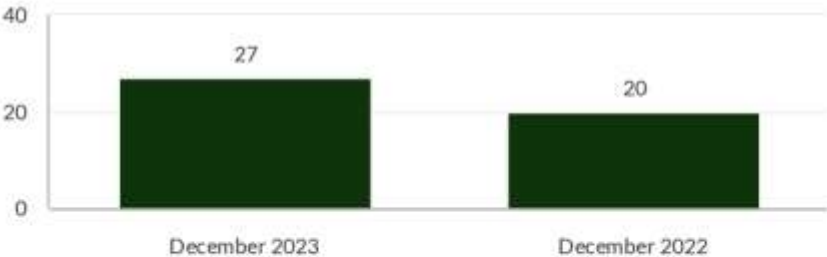
December Revenue



Rounds Played in December



Playable Days



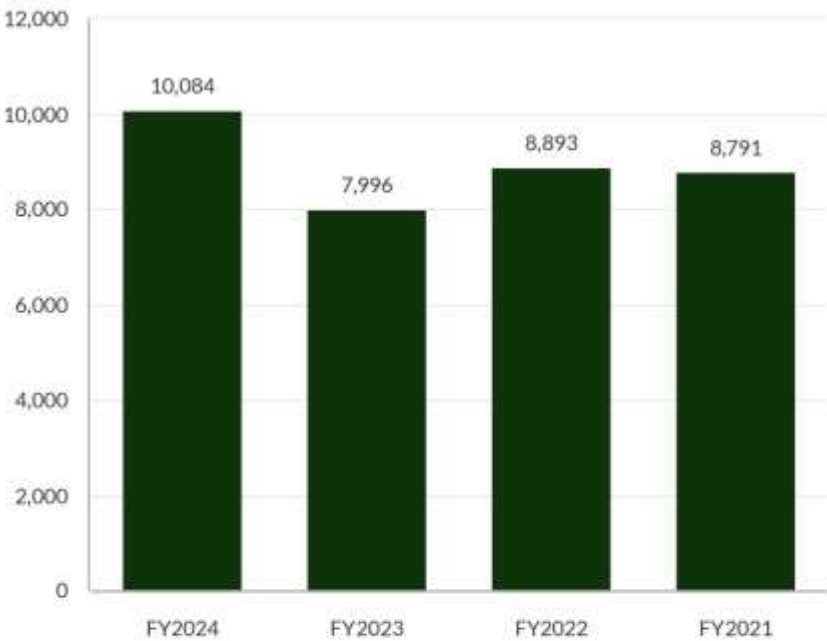
# Golf- Year to Date

Item A.

Revenue YTD October -December



Rounds Played YTD October - December



# Golf- Pro Shop and FB Revenue Year to Date

Item A.

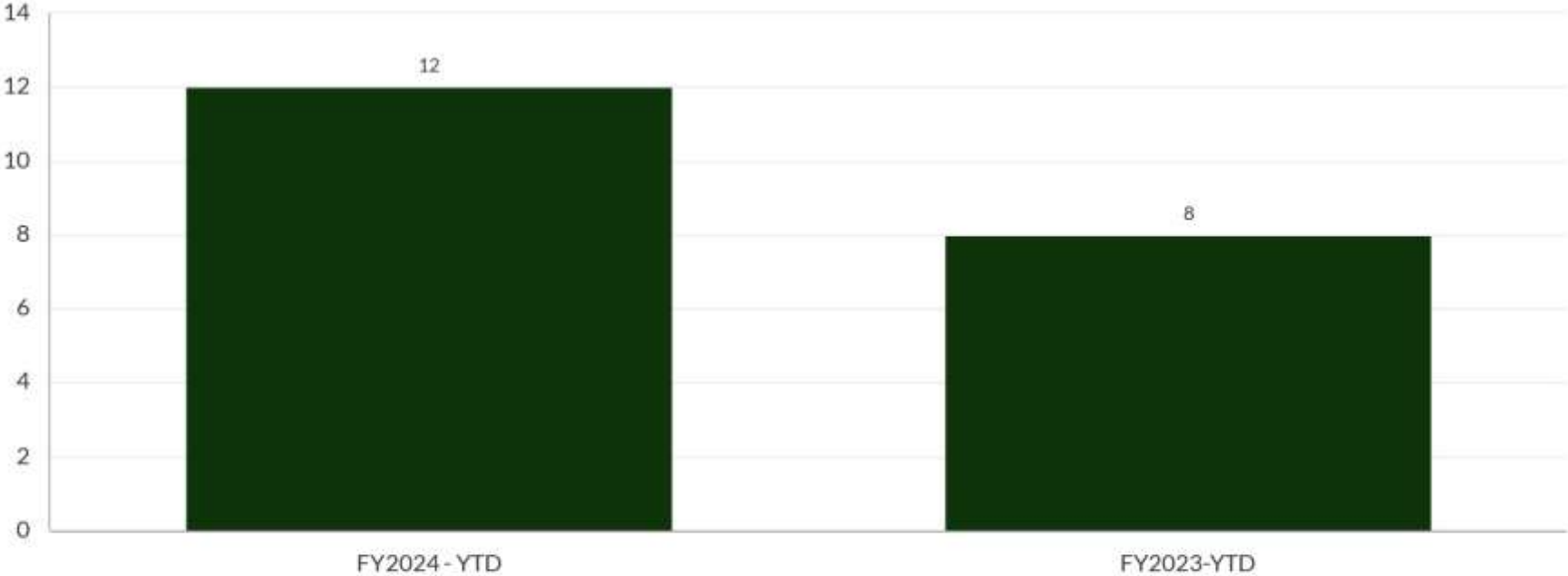
Pro Shop Revenue YTD October -December



Food and Beverage Revenue YTD October- December



Tournaments YTD



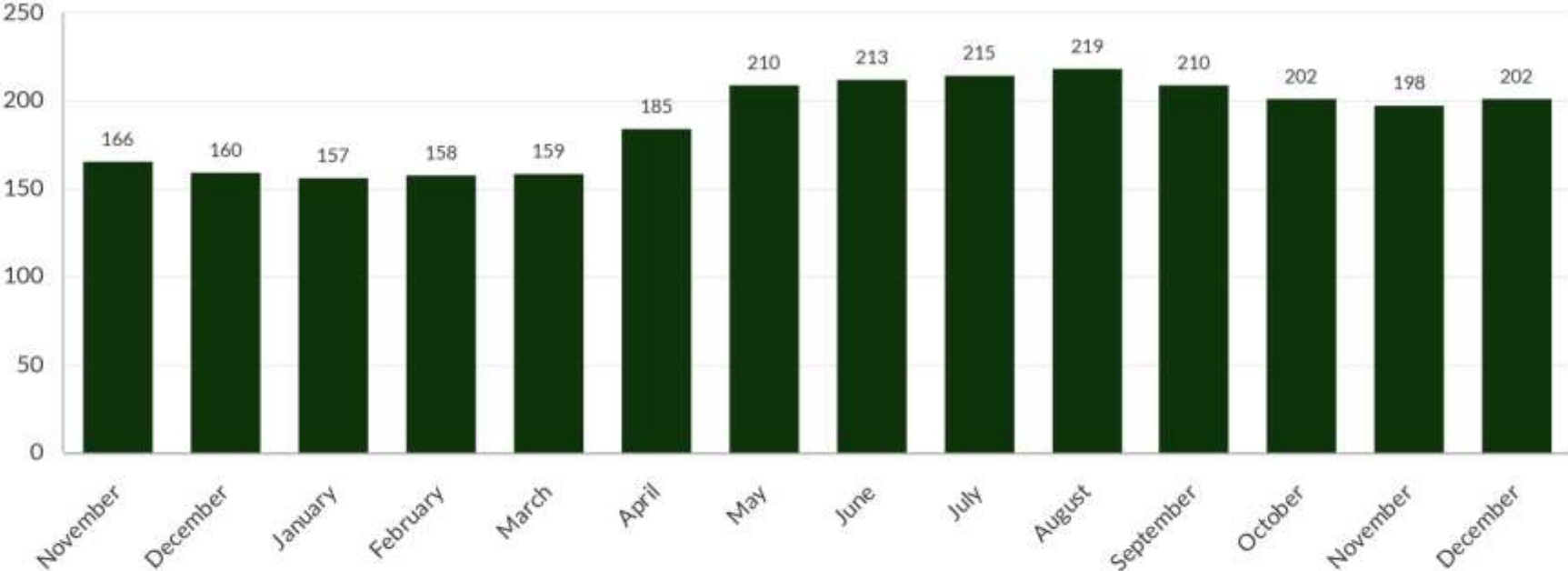


# Golf-Memberships

198 Current Members

Item A.

Players Club



## Parks - Capital Project Updates

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Item A.

- Bailey Lake and Chisenhall Parking Lot Expansions: punch list and final acceptance underway
- Park Monument Signs: prioritizing next phase for this fiscal year - estimated up to 7 signs
- Village Creek Trail: revised 90% plans underway. Environmental evaluation for TXDOT in process, estimated to begin construction Spring 2025
- Scott St Trailhead: working with design firm for construction plans





## Parks - Capital Project Updates

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Item A.

- Bailey Lake Dredging: contract award recommendation scheduled for Park Board this meeting
- Chisenhall Synthetic Turf Phase 2: construction contract award scheduled for Parks Board recommendation February 8
- Oak Valley South Trail: construction award for Council consideration January 2024
- Oak Valley North Restroom: reviewing quotes and design options
- Bark Park-Public works is reviewing results

# Parks by the Numbers - December 2023

Item A.



## PLAYGROUND SAFETY

# 32

INSPECTIONS PERFORMED

MINOR REPAIRS: 1

## LITTER ABATEMENT: Parks, Athletic Fields, and ROWs



# 16,925

## Pounds of Litter Removed

Does not include contract litter numbers



## IRRIGATION SERVICES

# 0

Irrigation Systems  
Inspected

# 16

Irrigation repairs made

## INTEGRATED PEST MANAGEMENT

- No pest control treatments
- No pre-emergent weed applications
- 3 post-emergent weed applications



## GRAFFITI ABATEMENT



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



# Parks by the Numbers - December 2023



## Elk Ridge Park Fountain Vault Removal

- Jackhammered and removed old concrete vault
- Backfilled and top dressed
- More added green space and no more hot metal vault lid

## Acres Mowed in Parks and ROWs



**520 Acres**

LEAF MULCHING



## Basketball Goal

New goal installed at  
Meadowcrest Park-  
VERY POPULAR



Item A.

## Winter Work Updates

- ☆ Tree pruning and chipping on Parks and ROWs
- ☆ Used wood chips to mulch under dense tree canopies
- ☆ Park furnishing refurbishments
- ☆ Horticulture training class
- ☆ New concrete pads for park furnishings

# Feedback?



# JANUARY 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 Women's Self Defense Sporties for Shorties	9 Homeschool PE Gymnastics	10 Sporties for Shorties	11 Homeschool PE Cheer Gymnastics	12	13 Russell Farm Open Art
14	15 Sporties for Shorties	16 Homeschool PE Gymnastics	17 Sporties for Shorties	18 Homeschool PE Cheer Gymnastics	19	20 Russell Farm Open Art
21	22 Sporties for Shorties	23 Gymnastics	24	25 Cheer Gymnastics	26	27 Russell Farm Open Art BTX Off Road Rally
28	29	30 Gymnastics	31			