



## Park Board Agenda

Thursday, February 09, 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 minutes from the January 5, 2023 board meeting. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)
  - 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 Arabian infield at Chisenhall Fields to synthetic turf. (*Staff Presenter: David Lopez, Deputy Director of Parks*)
  - 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*)
3. Citizen Appearances
4. Reports and Discussion Items:
  - A. Receive a report, hold a discussion, and provide staff feedback regarding department updates. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)
5. Community Announcements
  - A. 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 3rd of February 2023, 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**

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## Park Board

**DEPARTMENT:** Parks and Recreation

**FROM:** Jen Basham, Director

**MEETING:** February 9, 2023

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**SUBJECT:**

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

**SUMMARY:**

**OPTIONS:**

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

**RECOMMENDATION:**

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

**FISCAL IMPACT:**

**STAFF CONTACT:**

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





BURLESON PARKS ADVISORY BOARD  
January 5, 2023  
**DRAFT**  
MINUTES

Call to Order – 6:03 PM

Roll Call

Board Members Present

Shannan Sutter  
Lindsey Cobb  
Sherry Scott  
Nathan Nakamura (arrived at 6:16 PM)  
Michael Massey

Board Members Absent

Matthew Quinn

Staff in Attendance:

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

Guests

None

**1. Call to order: 6:03 PM**

**2. General**

**A. Consider approval of the December 8, 2022 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 4-0, with Matthew Quinn being absent and Nathan Nakamura arriving after the vote.

**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 \$1,102,968.46. Staff presenter: Jen Basham, Director of Parks and Recreation)**

The amount originally posted in the agenda was \$1,002,968.46. The revised amount includes contingency funding. Staff presented the new layout of the fields, which will be regraded. The new layout will work out well for parents of children in different age groups. Citizen requests for shade structures and lighting will be explored in a future project. 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 will be updated and new sport-grade turf will be installed. A discussion followed.

Michael Massey made a motion to recommend approval of the construction contract, as presented. Lindsey Cobb seconded the motion. The motion passed 5-0, with Matthew Quinn being absent.

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

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.

Shannan Sutter made a motion to recommend approval of the project, as presented. Lindsey Cobb seconded the motion. The motion passed 5-0, with Matthew Quinn being absent.

**3. Citizen Appearances**

None

**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)**

This item was moved up in the agenda to be presented after the minutes to accommodate staff scheduling. 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 park signs. Shannan Sutter made a

motion to approve as presented. Lindsey Cobb seconded the motion. The motion passed 4-0, with Matthew Quinn being absent, and Nathan Nakamura arriving after the vote.

**B. 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 January recreation activities.

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

None

**Adjourn:**

There being no further business, Vice Chairperson, Sherry Scott adjourned the meeting.  
Time – 6:47 PM

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Kerry Montgomery, Senior Administrative Secretary

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## Park Board

**DEPARTMENT:**

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

**MEETING:** February 9, 2023

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**SUBJECT:**

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 Arabian infield at Chisenhall Fields to synthetic turf. (*Staff Presenter: David Lopez, Deputy Director of Parks*)

**SUMMARY:**

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.

**OPTIONS:**

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

**RECOMMENDATION:**

Staff recommends approving as presented.

**FISCAL IMPACT:**

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.

Budgeted Y/N: Y

Fund Name: 4B Bond Fund

Full Account #'s: 362-6020-456.72-98

Amount: \$549,675.00

Project: PK2302

**STAFF CONTACT:**

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



# Chisenhall Fields - Synthetic Turf Infield Conversion

Parks Board  
February 9, 2023



# Overview

Item B.

- 1 Background
- 2 Existing Infield
- 3 New Infield
- 4 Bid Summary
- 5 Timeline
- 6 Action Options

# Background

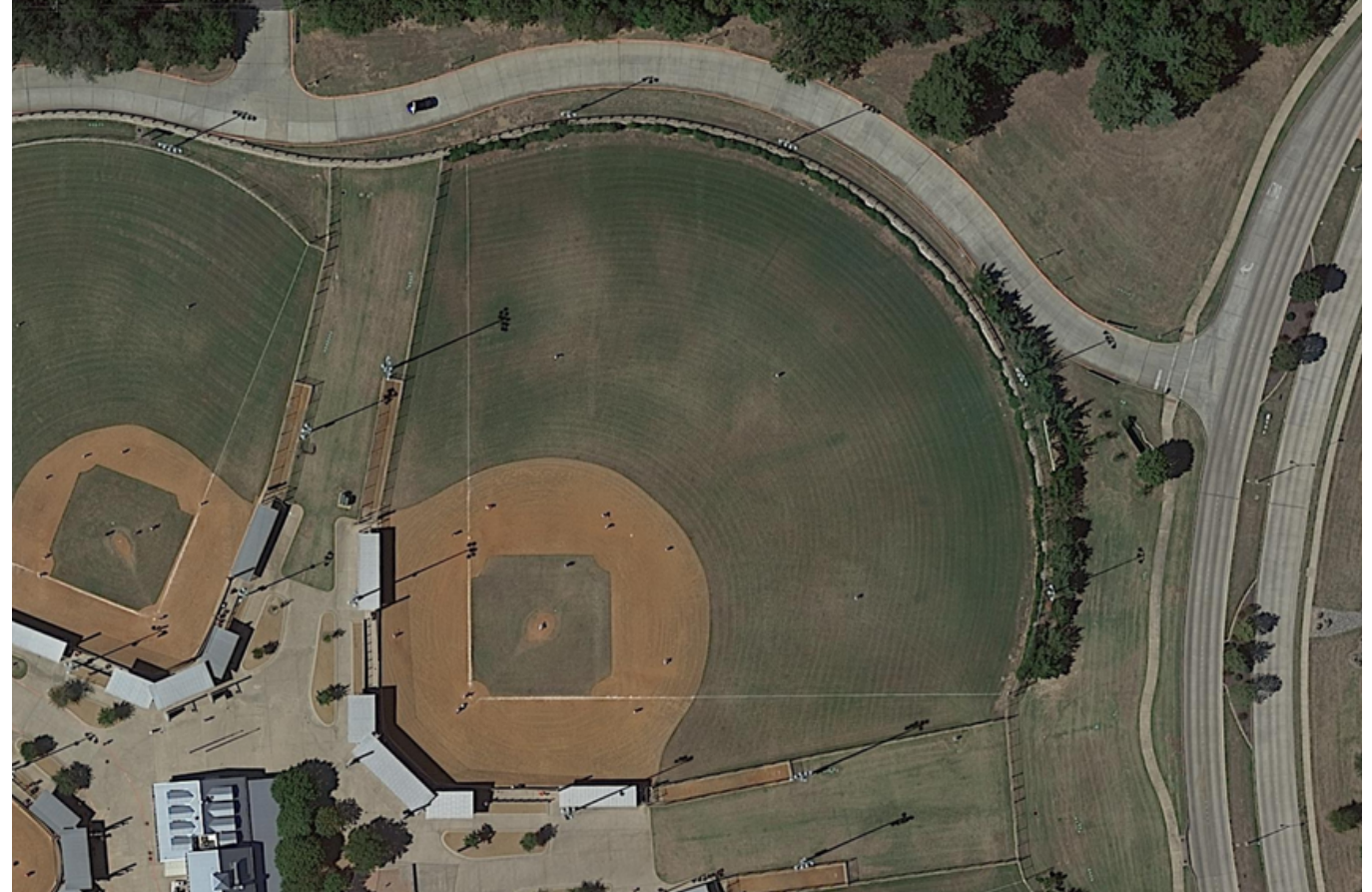
- 2021 – Parks researched opportunities to improve playability at Chisenhall Fields due to rainouts and requests for improved accessibility
- Early 2022 – synthetic field conversion added to Parks and Recreation's Capital Improvement Program (CIP)
  - Arabian (13U) field, the largest field at Chisenhall, to be the first to be completed
  - \$500,000 is programmed into the CIP for the next 5 years
  - Additional fields to be completed every year



# Current Infield

## Clay and Turf Surfacing

- Requires occasional replenishment of material
- Requires daily grooming
- Requires weekly mowing, trimming and fertilization of small turf area
- Requires daily marking
- Requires drying maintenance after rain event
- May require cancellation of play due to inability to dry field for safe play after rain event as clay is microporous soil that retains moisture



Item B.

# New Infield

## Synthetic Surfacing

Item B.

- Requires occasional replenishment of material
- May require patching of high use areas (evaluate from season to season)
- Requires daily grooming and balancing of infill material
- Requires no mowing or fertilization
- Requires no marking
- Requires little to no drying maintenance after rain event
- Play not likely to be cancelled by rain events with synthetic infield as fields drain quickly. Cancellation may only be required if outfield becomes saturated (sandy loam soils with good drainage decrease likelihood)

May decrease winter maintenance window required resulting in increased playability





# Procurement Summary

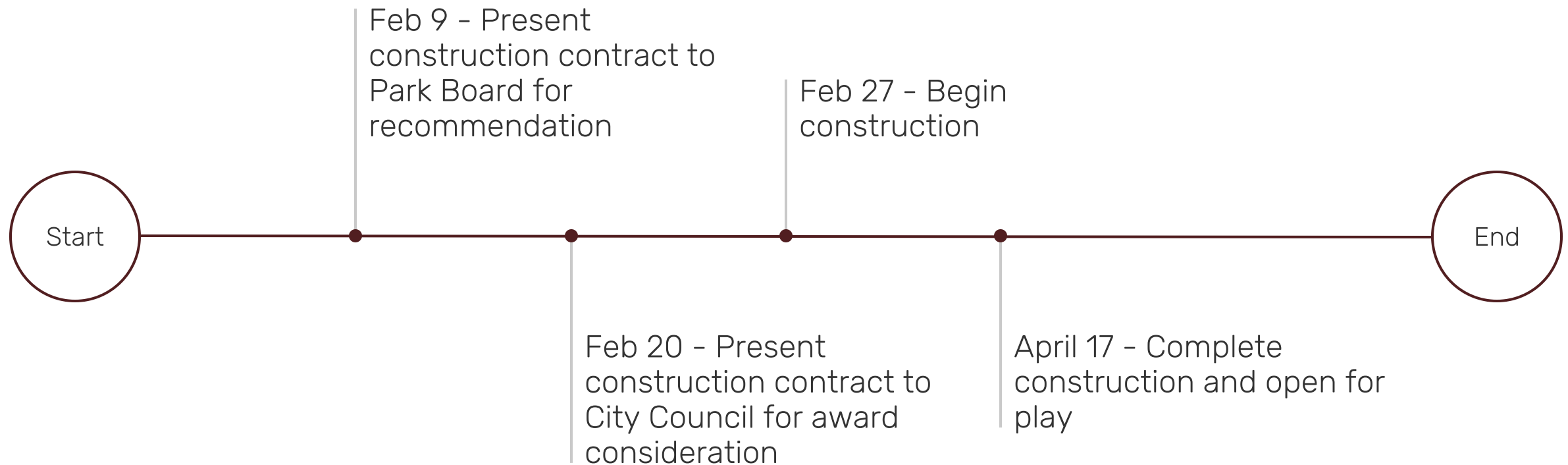
Item B.



- Interviewed three (3) synthetic turf contractors
- Two (2) firms responded with sports field experience resumes
- Both qualified firms interviewed by staff had BuyBoard contracts for needed services which provided path for procurement
- Both quotes exceeded original budget estimates due to stabilization needs from shallow lime shale identified by geotechnical report
  - Original budget estimated in Parks Capital Improvement plan was \$500,000
  - Excess costs to be funded through savings from the Bartlett Park Soccer Fields Renovation project
  - Staff does not feel need to increase future budgets at this time since Arabian field is the largest field
- Quote Range:
  - High \$630,730.00 Paragon Sports Constructors
  - Low \$549,675.00 Hellas Construction, Inc.
- Recommended Award
  - Contractor: Hellas Construction, Inc.
  - Quote: \$549,675.00

# Estimated Timeline

Item B.



# Options

Item B.

Staff recommendation



Recommend awarding a BuyBoard contract with Hellas Construction, Inc. for \$549,675.00



Deny

May 4, 2021

Sent Via Email: [rhawley@hellasconstruction.com](mailto:rhawley@hellasconstruction.com)

Ruth Hawley  
Hellas Construction, Inc.  
12710 Research Blvd., Suite 240  
Austin, TX 78759

Welcome to BuyBoard!

**Re: Notice of The Local Government Purchasing Cooperative Contract Award; Proposal Invitation No. 641-21, Indoor and Outdoor Sports Surfaces, Repair and Renovation, and Gym Floor Refinishing**

Congratulations, The Local Government Purchasing Cooperative (Cooperative) has awarded your company a BuyBoard® contract based on the above-referenced Proposal Invitation. The contract is effective for an initial one-year term of June 1, 2021 through May 31, 2022 and may be subject to two possible one-year renewals. Please refer to the Proposal Invitation for the contract documents, including the General Terms and Conditions of the Contract.

To review the items your company has been awarded, please review Proposal Tabulation No. 641-21 at: [www.buyboard.com/vendor](http://www.buyboard.com/vendor). Only items marked as awarded to your company are included in this contract award, and only those awarded items may be sold through the BuyBoard contract. All sales must comply with the contract terms and must be at or below the awarded pricing as set forth in the General Terms and Conditions.

The contract will be posted on the BuyBoard website as an online electronic catalog(s). **You are reminded that, in accordance with the General Terms and Conditions, all purchase orders must be processed through the BuyBoard.** Except as expressly authorized in writing by the Cooperative's administrator, you are not authorized to process a purchase order received directly from a Cooperative member that has not been processed through the BuyBoard or provided to the Cooperative. If you receive a purchase order directly from a Cooperative member that you have reason to believe has not been received by the Cooperative or processed through the BuyBoard, you must promptly forward a copy of the purchase order by email to [info@buyboard.com](mailto:info@buyboard.com).

A list of Cooperative members is available on the [buyboard.com](http://buyboard.com) website. The BuyBoard vendor relations staff will be contacting you to assist with the resources available and to provide any support you may need as an awarded BuyBoard vendor.

On behalf of the Cooperative, we appreciate your interest in the Cooperative and we are looking forward to your participation in the program. If you have any questions, please contact **Cooperative Procurement Staff** at 800-695-2919 (select option "2").

Sincerely,



Arturo Salinas  
Asst. Division Director, Cooperative Purchasing  
Texas Association of School Boards, Inc.,  
Administrator for The Local Government Purchasing Cooperative

May 2, 2022

**Sent via email to: [rhawley@hellasconstruction.com](mailto:rhawley@hellasconstruction.com)**

Ruth Hawley  
Hellas Construction, Inc.  
12000 West Parmer Lane  
Austin TX 78613

Re: Indoor and Outdoor Sports Surfaces, Repair and Renovation and Gym Floor Refinishing  
BuyBoard Contract 641-21

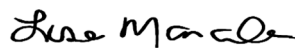
The Local Government Purchasing Cooperative (BuyBoard) awarded your company a contract under Indoor and Outdoor Sports Surfaces, Repair and Renovation and Gym Floor Refinishing, Contract 641-21 effective 6/1/2021 through May 31, 2022, with two possible one-year renewals. At this time, the BuyBoard is renewing your contract through May 31, 2023.

All discounts, terms, and conditions of your contract will remain the same. If you agree to this renewal, there is nothing you need to do. However, if you do not agree to this renewal, you must notify me via email at [lisa.maraden@tasb.org](mailto:lisa.maraden@tasb.org) prior to the start of the renewal term.

**Reminder:** Once a BuyBoard contract is awarded, vendors must generate a minimum of \$15,000 annually or they may not be offered a contract renewal.

If you have questions or comments concerning this renewal, please contact me as soon as possible at [lisa.maraden@tasb.org](mailto:lisa.maraden@tasb.org). We appreciate your interest in The Local Government Purchasing Cooperative.

Sincerely,



Lisa Maraden  
Contract Administrator

1<sup>st</sup> renewal v.02.13.2020

# CERTIFICATE OF INTERESTED PARTIES

**FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Hellas Construction, Inc.  
Austin, TX United States

Certificate Number:  
2023-976936

Date Filed:  
01/27/2023

Date Acknowledged:

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

City of Burleson

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

No. 641-21  
Conversion of baseball infield into synthetic turf

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Seaton, Reed J.	Austin, TX United States	X	
	Petrini, Frank	Austin, TX United States	X	
	Pufahl, Tyler	Austin, TX United States		X
	Hernandez, Saulo	Austin, TX United States		X
	Adams, Jack	Austin, TX United States		X

**5 Check only if there is NO Interested Party.** ☐

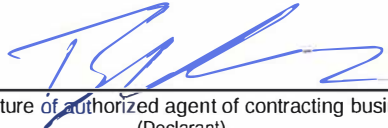
**6 UNSWORN DECLARATION**

My name is Tyler Pufahl, and my date of birth is 9-14-1978.

My address is 12000 West Parmer Lane, Austin, TX, 78613, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas, on the 27 day of January, 2023.  
(month) (year)

  
Signature of authorized agent of contracting business entity  
(Declarant)



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## Park Board

**DEPARTMENT:**

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

**MEETING:** February 9, 2023

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**SUBJECT:**

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*)

**SUMMARY:**

Project includes concrete paving for a 10-space parking lot with two ADA spaces, lighting, and landscape improvements for Clark Park.

**OPTIONS:**

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

**RECOMMENDATION:**

Staff recommends approving as presented.

**FISCAL IMPACT:**

Budgeted Y/N: Y

Fund Name: Community Services Facilities

Full Account #'s: 354-6020-456.72-05

Amount: \$223,588.06

Project: PK2006

**STAFF CONTACT:**

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

# Clark Park Parking Lot

Park Board  
February 9, 2023



# Overview

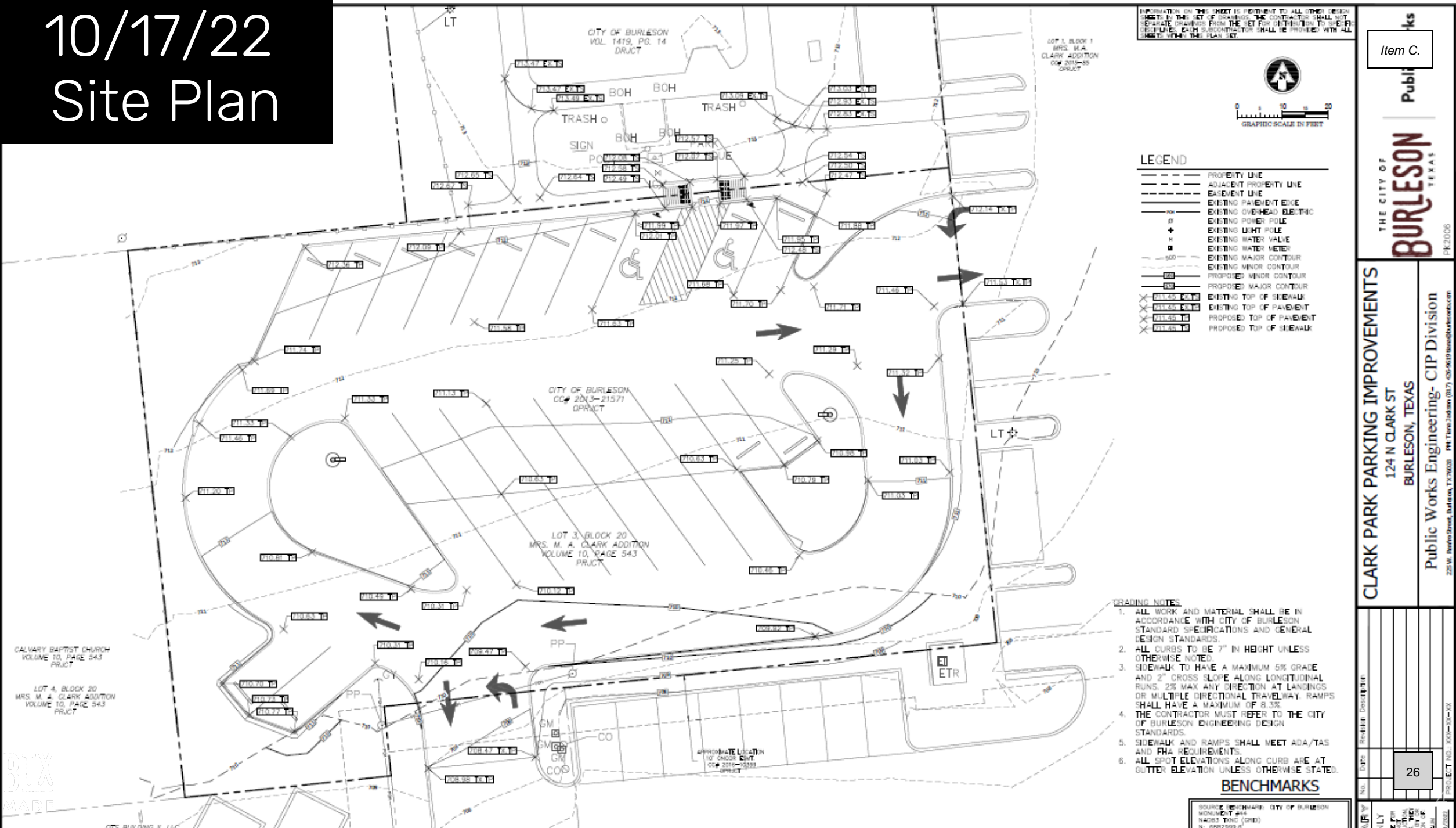
Item C.

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

# Background

- March 7, 2022 Council Meeting - Staff met with council in executive session to discuss the development of a parking lot at Clark Park.
  - Council requested that staff work with the developer adjacent to the park to see if there was potential to cost share the project
  - The developer ultimately decided that they would not participate with the construction of parking at Clark Park
- October 17, 2022 Council Meeting- Staff provided an update regarding the developer's decision and presented a 23-space parking lot design concept with estimated costs
  - Direction provided to remove parking area/spaces furthest from the park and move forward with design for construction bids
- December 2023 - Construction documents completed
- January 2023 - Project advertised for bid

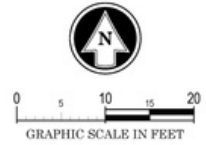
# 10/17/22 Site Plan





# Reduced Site Plan at the request of Council

LOT 1, BLOCK 1  
MRS. M.A.  
CLARK ADDITION  
CC# 2015-85  
PRJCT



Item C.

THE CITY OF  
**BURLESON**  
Public Works

CLARK PARK PARKING IMPROVEMENTS  
804 PARKRDGE BLVD  
BURLESON, TEXAS

Description

27

5

## LEGEND

---	PROPERTY LINE
---	ADJACENT PROPERTY LINE
---	EASEMENT LINE
---	EXISTING PAVEMENT EDGE
---	EXISTING OVERHEAD ELECTRIC
---	EXISTING POWER POLE
---	EXISTING LIGHT POLE
---	EXISTING WATER VALVE
---	EXISTING WATER METER
---	EXISTING MAJOR CONTOUR
---	EXISTING MINOR CONTOUR
[Pattern]	PROPOSED SOLID SOD, BERMUDA TIFWAY 419
[Pattern]	PROPOSED 4" DECOMPOSED GRANITE

## LANDSCAPE NOTES

1. ALL WORK AND MATERIAL SHALL BE IN ACCORDANCE WITH CITY OF BURLESON STANDARD SPECIFICATIONS AND GENERAL DESIGN STANDARDS, AND TO THE STANDARD SPECIFICATION FOR PUBLIC WORKS CONSTRUCTION ISSUED BY THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENT (NCTOG).
2. CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL ABOVE GROUND AND UNDERGROUND UTILITIES PRIOR TO LANDSCAPE INSTALLATION. \*EXTREME CARE AND CAUTION SHALL BE EXERCISED WHEN EXCAVATING. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE AND SUBSEQUENT REPAIR TO ANY EXISTING UTILITIES.
3. ALL AREAS SHALL RECEIVE BERMUDA GRASS SODDING UNLESS OTHERWISE NOTED ON PLANS. UPON COMPLETION OF CONSTRUCTION, CONTRACTOR SHALL REMOVE ALL CONSTRUCTION RELATED TRASH AND DEBRIS FROM THE PROJECT LIMITS AND DISPOSE OFF-SITE.
4. THE CONTRACTOR SHALL VERIFY WATER RESTRICTIONS WITH THE CITY OF BURLESON AT TIME OF PLANTING. SHOULD WATER

# Project Scope

Item C.

- Remove existing materials
- Subgrade stabilization
- Concrete Paving
- Striping and signage
  - 10 total spaces with 2 ADA spaces
- Turf and landscape improvements
- Lighting





# Bid Summary

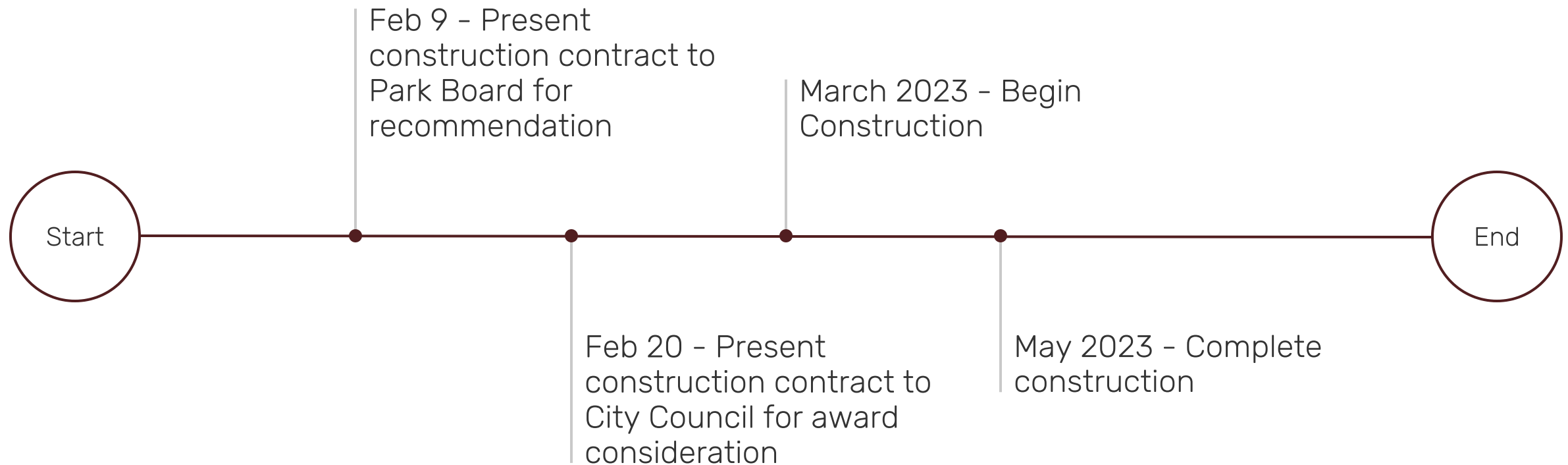
Item C.



- Request for bids issued
- Total qualified bids: 6
- Bid range:
  - High \$305,983.00
  - Low \$194,424.40
- Recommended award:
  - Contractor: Home Run Construction, LLC
  - Bid: \$194,424.40
  - 15% contingency: \$29,163.66
  - Total award: \$223,588.06
- Funding source: Existing bond funds

# Estimated Timeline

Item C.



# Options

Item C.

Staff recommendation



Recommend awarding a contract to Home Run Construction, LLC in the amount of \$223,588.06 for the construction of Clark Park Parking Lot



Deny

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## Park Board

**DEPARTMENT:** Parks and Recreation

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

**MEETING:** February 9, 2023

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**SUBJECT:**

Receive a report, hold a discussion, and provide staff feedback regarding department updates.  
(Staff Presenter: Jen Basham, Director of Parks and Recreation)

**SUMMARY:**

Receive a report regarding various departmental updates. This report will be provided the night of the meeting to ensure up to date financial reports are included.

**OPTIONS:**

NA

**RECOMMENDATION:**

NA

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

NA

**FISCAL IMPACT:**

NA

**STAFF CONTACT:**

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

# RECREATION PROGRAMS CALENDAR

## 2023

### FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Teen Open Play	2 Sporties for shorties Homeschool PE	3	4 Daddy Daughter Dance 80s Neon Night Glow Dance
5	6 Archery Sporties for shorties Women's Self Defense	7 Homeschool PE	8 Teen Open Play	9 Sporties for shorties Homeschool PE	10	11 Pickleball Tournament
12 5th & Shady Lacrosse	13 Archery Sporties for shorties	14 Homeschool PE	15 Teen Open Play	16 Sporties for shorties Homeschool PE	17 Parents Night Out School Break Camp	18
19	20 Archery School Break Camp Sporties for shorties	21 Homeschool PE	22 Teen Open Play	23 Sporties for shorties Homeschool PE	24	25
26 5th & Shady Lacrosse	27 Archery Sporties for shorties	28				