



Community Service Development Corporation (Type B) Agenda

Monday, June 16, 2025
4:45 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZENS 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 City Secretary prior to addressing the Board. 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 and take possible action on the minutes from the April 21, 2025 Community Service Development Corporation (Type B) meeting. (*Staff Contact: Lisandra Leal, Assistant City Secretary*)

B. Consider and take possible action on an amendment to Resolution 4B11182024AmendAnnualBudget by amending the Capital Improvement Plan. (*Staff Contact: Eric Oscarson, Deputy City Manager*)

4. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

5. **RECESS INTO EXECUTIVE SESSION**

In accordance with Chapter 551 of the Texas Government Code, the Community Service Development Corporation may convene in Executive Session in the City Council Workroom in City Hall to conduct a closed meeting to discuss any item listed on this Agenda.

Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code

6. **ADJOURN**

CERTIFICATE

I hereby certify that the above agenda was posted on this the 11th of June 2025, 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.

Community Service Development Corporation (Type B)

DEPARTMENT: City Secretary's Office

FROM: Lisandra Leal, Assistant City Secretary

MEETING: June 16, 2025

SUBJECT:

Consider and take possible action on the minutes from the April 21, 2025 Community Service Development Corporation (Type B) meeting. *(Staff Contact: Lisandra Leal, Assistant City Secretary)*

SUMMARY:

The Community Service Development Corporation (Type B) duly and legally met on April 21, 2025 for a regular meeting.

OPTIONS:

- 1) Committee may approve the minutes as presented or approve with amendments.

RECOMMENDATION:

Approve.

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

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Lisandra Leal, TRMC
Assistant City Secretary
lleal@burlesontx.com
817-426-9687

BURLESON COMMUNITY SERVICE DEVELOPMENT CORPORATION (4B)

**APRIL 21, 2025
DRAFT MINUTES**

Item A.

Board Members Present:

Phil Anderson
Chris Fletcher
Victoria Johnson
Dan McClendon, President

Board Members Absent:

Brooke Clifton
Joy Larabell
James Luckie

Staff Present:

Tommy Ludwig, City Manager
Harlan Jefferson, Deputy City Manager
Eric Oscarson, Deputy City Manager
Monica Solko, Deputy City Secretary
Lisandra Leal, Assistant City Secretary
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – Time: 4:00 p.m.

President Dan McClendon called the meeting to order. **Time: 4:00 p.m.**

2. CITIZEN APPEARANCE

- No speakers.

3. GENERAL

A. Consider and take possible action on the minutes from the November 18, 2024 Community Service Development Corporation (Type B) meeting. (Staff Contact: Monica Solko, Deputy City Secretary)

Motion was made by Chris Fletcher and seconded by Victoria Johnson to approve.

Motion passed 4-0, with Brooke Clifton, Joy Larabell, and James Luckie absent.

B. Consider and take possible action on a resolution recommending a contract with Land Design, Inc. for the design of Phase I of the community park in the amount of \$320,000 with a contingency of \$32,000. (Staff Contact: Jen Basham, Director of Parks and Recreation)

Jen Basham, Director of Parks and Recreation presented a resolution to the board.

Motion was made by Victoria Johnson and seconded by Phil Anderson to approve.

Motion passed 4-0, with Brooke Clifton, Joy Larabell, and James Luckie absent.

4. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

5. RECESS INTO EXECUTIVE SESSION

Pursuant to Section 551.071, Texas Government Code, the Board reserves the right to convene into Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.

A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071.

B. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code.

C. Deliberation regarding commercial or financial information received from or the offer of a financial or other incentive made to a business prospect seeking to locate, stay or expand in or near the territory of the City and with which the City is conducting economic development negotiations pursuant to Section 551.087, Texas Government Code.

- No Executive Session needed.

6. ADJOURN

There being no further discussion President Dan McClendon adjourned the meeting. **Time: 4:11 p.m.**

Lisandra Leal
Assistant City Secretary

Community Service Development Corporation (Type B)

DEPARTMENT: Capital Engineering Department
FROM: Eric Oscarson, Deputy City Manager
MEETING: June 16, 2025

SUBJECT:

Consider approval of an amendment to Resolution 4B11182024AmendAnnualBudget by amending the Capital Improvement Plan. (*Staff Contact: Eric Oscarson, Deputy City Manager*)

SUMMARY:

The 4B Corporation approved their annual budget on August 19, 2024 via Resolution 4B081924AnnualBudget. On September 9, 2024, the Council ratified the 4B budget and approved the final reading of the City's FY 2025-2029 annual budget and capital improvement plan (CIP). Subsequently, on November 18, 2024, the 4B Corporation and City Council adopted a resolution to amend the City's FY 2025-2029 CIP. Since adopting the budget, staff has prepared recommended updates to the CIP for Board approval.

RECOMMENDATION:

Staff recommends approval of a resolution amending the five-year Capital Improvement Plan.

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

The 4B Corporation approved their annual budget on August 19, 2024 via Resolution 4A081924AnnualBudget.

On September 9, 2024, the Council approved the final reading of the City's FY 2025-2029 annual budget with the five-year Capital Improvement Plan (CIP).

On November 18, 2024, the 4B Corporation and City Council adopted a resolution to amend the City's FY 2025-2029 CIP.

REFERENCE:

Resolution 4B11182024AmendAnnualBudget

FISCAL IMPACT:

N/A

STAFF CONTACT:

Eric Oscarson
Deputy City Manager
eoscarson@burlesontx.com
817-426-9837



FY 2025-2029 4B CIP Amendment

PRESENTED TO THE COMMUNITY SERVICE DEVELOPMENT CORPORATION (TYPE B) ON
JUNE 16, 2025

4B Updates

August 19, 2024 4B
Corp Approved FY25
Annual Budget

September 9, 2024
City Council FY25
Annual Budget and 5-
YR CIP

November 18, 2024
4B Corp. and City
Council Adopted Reso.
to Amend 5-YR CIP

Added the Natatorium
Indoor Play Structure
in FY25

Added the Russell
Farms Chesapeake
Building
Improvements in FY25

Updated Various
Allocations to Align
with Latest Estimates,
Project Schedules and
Fund Balance

Proposed 4B CIP Update FY25 – FY29

4B Projects Name	2025	2026	2027	2028	2029	Total Per Project (FY25-29)
Centennial	\$525,000					\$525,000
Chisenhall Field Turf	\$2,205,000					\$2,205,000
Adult Softball Fields	\$2,163,000					\$2,163,000
Shannon Creek Park	\$1,881,675					\$1,881,675
Community Park	\$540,750					\$540,750
Natorium - Indoor Play Structure	\$443,674					\$443,674
Russell Farm-Chesapeake Building HVAC and Facility Improvements	\$54,133					\$54,133
Warren Park-Study		\$75,075				\$75,075
Mistletoe Hill - Bathroom Addition			\$163,375			\$163,375
Green Ribbon	\$90,000	\$120,750				\$210,750
BRiCk - Dry Sauna		\$422,940 \$444,087				\$444,087
Russell Farm - Domestic Water		\$21,000				\$21,000
Russell Farm - Bathroom at Chesapeake Building		\$75,448				\$75,448
Russell Farm - Master Plan		\$32,051				\$32,051
Golf - Fence		\$262,500				\$262,500
Golf - Additional Well		\$183,750				\$183,750
Bathroom Additions		\$157,500		\$162,225		
Bailey Lake - New Playground			\$498,750 \$523,687			\$523,687
Mistletoe Hill			\$585,000 \$614,250			\$614,250
Golf - Pond Renovation			\$94,685 \$99,419			\$99,419
BRiCk Monument Sign			\$38,955			
New Community Park - Playground				\$787,500		\$787,500
Bartlett - Playground Replacement				\$420,000 \$441,000		\$441,000
Heberle - Park Improvements				\$336,000 \$352,800		\$352,800
Elk Ridge Park - Bathroom Addition				\$170,336		\$170,336
Golf - Greens Resurface			\$417,375	\$460,156		\$460,156
Chisenhall - Playground Replacement					\$336,000 \$546,000	\$546,000
Warren Park - Park Improvements					\$1,312,500	\$1,312,500
Bailey Lake - Low Water Crossing					\$231,000	\$231,000
BRiCk Roof Replacement					\$1,200,000 \$1,260,000	\$1,260,000
Total	\$7,903,232	\$1,214,661	\$1,400,731	\$2,211,792	\$3,349,500	\$16,079,916



Item B.

4B CIP FY25-29

FY25 Bond Issuance Project List

4B Bonds

- Centennial - \$525,000
- Chisenhall Field Turf - \$2,205,000
- Adult Softball Fields - \$2,163,000
- Shannon Creek Park - \$1,881,675
- Community Park - \$540,750
- Natatorium – Indoor Play Structure - \$443,674
- Russell Farm – Chesapeake Building HVAC and Facility Improvements - \$54,133
- Green Ribbon - \$90,000

Board Considerations

Consider and take possible action on a resolution amending the 4B five-year Capital Improvement Plan (CIP) for Fiscal Year 2025-2029.

☒ YES
☐ NO

Questions / Comments

Item B.

**Burleson 4B Community Service Development Corporation
RESOLUTION**

WHEREAS, the Burleson 4B Community Service Development Corporation, known as the “Type B Corporation”, incorporated and certified in June 1993, under the authorization of the Development Corporation Act of 1979; and

WHEREAS, on August 19, 2024, the Board of Directors (“Board”) of the Type B Corporation approved the budget for Fiscal Year 2024-2025 (the “Budget”) 4B081924AnnualBudget including the 5-year Capital Improvement Plan (CIP); and

WHEREAS, on November 18, 2024, the Board adopted Resolution 4B11182024AmendAnnualBudget to amend the City’s Fiscal Year 2025-2029 Capital Improvement Plan; and

WHEREAS, the Board desires to amend the 5-year Capital Improvement Plan (CIP) of the 4B Community Service Development Corporation for Fiscal Year 2025-2029, and finds the amendments to the CIP will further the purposes of the Type B Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BURLESON COMMUNITY SERVICE DEVELOPMENT CORPORATION THAT:

Section 1.

The Type B Corporation approves the amendments to the five-year Capital Improvement Plan for Fiscal Year 2025-2029 attached as Exhibit A, attached hereto and incorporated herein by reference for all purposes.

Section 2.

The Type B Corporation respectfully requests that the City Council ratify this resolution.

PASSED, APPROVED, AND DULY RESOLVED by the Board, on the _____ day of _____, 2025.

SIGNED:

ATTEST:

President of Type B Corporation

Secretary of the Type B Corporation

Attachments:

Exhibit A

EXHIBIT A
RESOLUTION AMENDING THE CAPITAL IMPROVEMENT PLAN FOR FY 2025-2029

4B CIP FY25-29

4B Projects Name	2025	2026	2027	2028	2029	Total Per Project (FY25-29)
Centennial	\$525,000					\$525,000
Chisenhall Field Turf	\$2,205,000					\$2,205,000
Adult Softball Fields	\$2,163,000					\$2,163,000
Shannon Creek Park	\$1,881,675					\$1,881,675
Community Park	\$540,750					\$540,750
Natatorium - Indoor Play Structure	\$443,674					\$443,674
Russell Farm-Chesapeake Building HVAC and Facility Improvements	\$54,133					\$54,133
Warren Park-Study		\$75,075				\$75,075
Mistletoe Hill - Bathroom Addition			\$163,375			\$163,375
Green Ribbon	\$90,000	\$120,750				\$210,750
BRiCk - Dry Sauna		\$444,087				\$444,087
Russell Farm - Domestic Water		\$21,000				\$21,000
Russell Farm - Bathroom at Chesapeake Building		\$75,448				\$75,448
Russell Farm - Master Plan		\$32,051				\$32,051
Golf - Fence		\$262,500				\$262,500
Golf - Additional Well		\$183,750				\$183,750
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Total	\$7,903,232	\$1,214,661	\$1,400,731	\$2,211,792	\$3,349,500	\$16,079,916