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Thursday, January 09, 2025  
6:00 PM

City Hall Council Chambers 141  
W Renfro  
Burleson, TX 76028

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1. **CALL TO ORDER**

2. **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 Park Board from deliberating or taking action on an item not listed on the agenda. Park Board 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 Park Board 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 December 12, 2024, meeting. *(Staff Contact: Bailey Campbell, Senior Administrative Specialist)*

B. Consider approving meeting date changes for future Park Board meetings *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

4. **REPORTS AND PRESENTATIONS**

A. Receive the December 2024 Department Update Presentation *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

B. Community Calendar Attached

5. **REQUESTS AND FUTURE AGENDA ITEMS AND REPORTS**

6. **ADJOURN**

(Staff Contact)

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

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**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 2nd of January 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.

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## Park Board

**DEPARTMENT:** Parks and Recreation

**FROM:** Jen Basham, Director

**MEETING:** January 9, 2025

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**SUBJECT:**

Consider approval of the minutes from the December 12, 2024, meeting. *(Staff Contact: Bailey Campbell, Senior Administrative Specialist)*

**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  
December 12, 2024  
MINUTES  
**DRAFT**

Call to Order – 6:00 P.M.

Roll Call

Board Members Present

Sherry Scott  
Matthew Quinn  
Christian Schott  
Ashli Logan  
Shannan Sutter  
Lindsey Cobb—Arrived 6:02 PM

Board Members Absent

Tyler Knox

Staff Present

Jen Basham, Director  
Jessica Martinez, Deputy Director of Parks  
Bailey Campbell, Senior Administrative Specialist/Recording Secretary

**Guests**

None

**1. Call to Order: 6:00 PM**—Matthew Quinn called the meeting to order at 6:00 PM

**2. Citizen Appearances**

None

**3. General**

- A. Consider approval of the minutes from the November 14, 2024, meeting. (Staff Contact: Bailey Campbell, Senior Administrative Specialist)

Shannan Sutter made a motion to approve the item. Ashli Logan seconded the motion. Motion passed 5-0. Absent Lindsey Cobb, Tyler Knox.

- B. Consider approving excused absences for Park Board member, Sherry Scott's, absence from the December 12, 2024, January 9, 2025, and February 13, 2025 Park Board meetings. (Staff Contact: Jen Basham, Director of Parks and Recreation)

Shannan Sutter made a motion to approve the item. Christian Schott seconded the motion. Motion passed 6-0. Absent Tyler Knox.

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

- A. Receive the November 2024 Department Update Presentation (Staff Contact: Jen Basham, Director of Parks and Recreation)

Jen Basham, and Jessica Martinez reviewed departmental programs, events and revenues for the month of November 2024. A discussion followed.

- B. December Community Calendar Attached

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

#### **5. Requests and Future Agenda Items and Reports**

#### **6. Adjourn.**

Chairperson, Matthew Quinn adjourned the meeting.  
Time – 6:11 P.M.

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Bailey Campbell, Recording Secretary

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## Park Board

**DEPARTMENT:** Parks and Recreation

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

**MEETING:** January 9, 2025

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**SUBJECT:**

Consider approving meeting date changes for future Park Board meetings (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

**SUMMARY:**

Staff is requesting to shift Park Board meetings to the third Thursday of each month to allow for end of month reporting to be audited prior to drafting monthly agendas.

2025 dates:

February 20, 2025

March 20, 2025

April 17, 2025

May 15, 2025

June 19, 2025

July 17, 2025

August 21, 2025

September 18, 2025

October 16, 2025

November 20, 2025

December 18, 2025

**OPTIONS:****Approve as presented****Deny****RECOMMENDATION:**

Staff recommends approving as presented

**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

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## Park Board

**DEPARTMENT:** Parks and Recreation

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

**MEETING:** January 9, 2025

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**SUBJECT:**

Receive the December 2024 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 2025 - Park Board







## SANTA'S BREAKFAST

TOOK PLACE ON DECEMBER 7



## BTXMAS CHRISTMAS IN BURLESON

TOOK PLACE ON DECEMBER 7 & 10



## NIGHTS OF LIGHTS AT THE FARM

TOOK PLACE ON DECEMBER 11 - 14



## CHRISTMAS ON THE FARM

TOOK PLACE ON DECEMBER 14

UPDATE

## PROGRAMS & ATHLETICS

December Recap:

Gymnastics (12)

Women's Self-Defense (10)

Pickleball (15)

Winter Fun Camp (39)

Happening This Month:

Homeschool P.E.

Gymnastics

Sports 101: Basketball

Sporties for Shorties: T-Ball



Item A.



UPDATE

## RUSSELL FARM

December Recap:

Open Art Studio (11)

BISD Adult Transition  
Students (18)

Historical Home Tours (52)

### Happening This Month:

Open Art Studio - Saturdays

Precious Stones Art Class - January 18



Item A.

Coming Soon  
**RAINBOW TROUT**



TEXAS  
PARKS &  
WILDLIFE

THE CITY OF  
**BURLESON**  
TEXAS  
**Parks and  
Recreation**

# COMMUNITY ENGAGEMENT

Facebook Followers: 19,301 (88 increase)

Instagram Followers: 1,904 (10 increase)

Listen to our podcast, 'A Walk in the Park,' on  
Spotify!

Facebook Highlight - Rainbow Trout

Post Reach: 62,823

Post Views: 84,685



# BRICK PROJECTS

Item A.

LOBBY REMODEL  
CONSTRUCTION:  
IN PROGRESS

HVAC  
CONSTRUCTION:  
SPRING 2025

DEHUMIDIFICATION  
SYSTEM  
CONSTRUCTION:  
FALL 2025

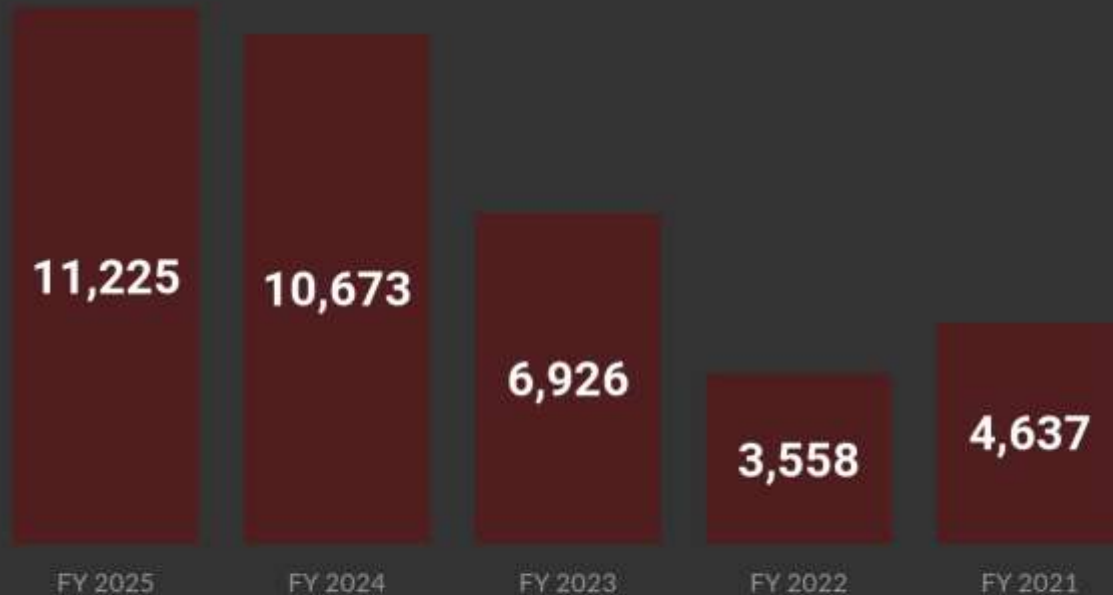
INDOOR POOL  
REPLASTER & SAND  
FILTERS  
CONSTRUCTION:  
FALL 2025

ADDITIONAL ITEMS:  
PLAY AREA  
FURNITURE  
SIGNAGE  
POOL DOORS  
POOL SLIDE STAIR TOWER  
PARKING LOT STRIPING

MEETING ROOM AV &  
WOMENS LOCKERS  
MEETING ROOMS - IN  
PROGRESS  
LOCKERS - SCHEDULE  
JANUARY 2025



# BRICK MEMBERSHIPS - MONTH OF DECEMBER



Item A.

# ALL PROGRAMS - DECMEBER

Item A.

FY 24

**116**

PARTICIPANTS

FY 25

**157**

PARTICIPANTS



16

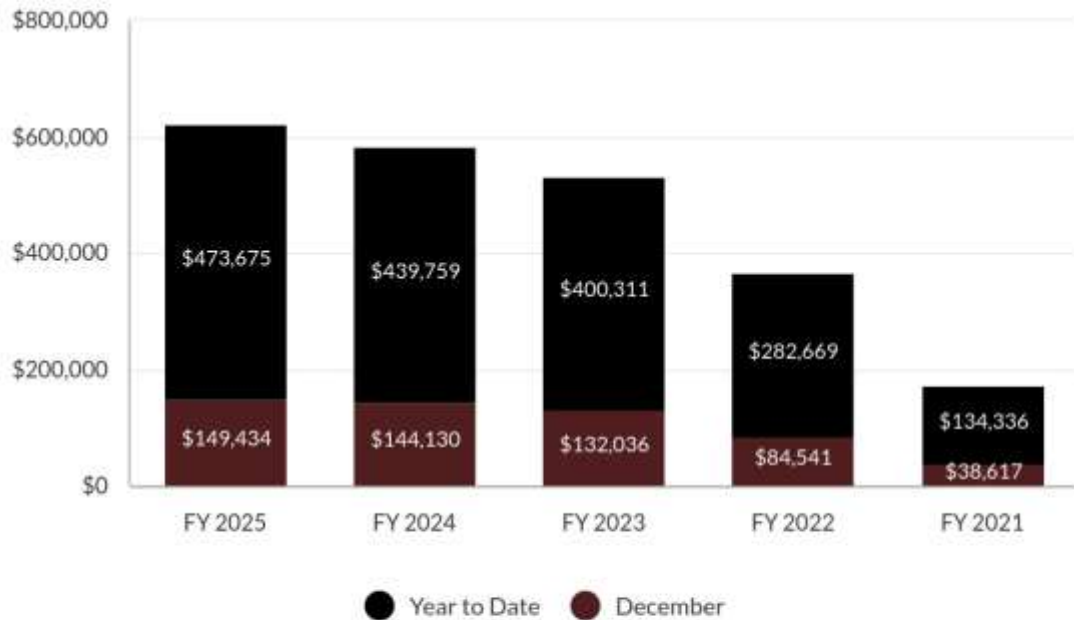




## BRICK REVENUE

Item A.

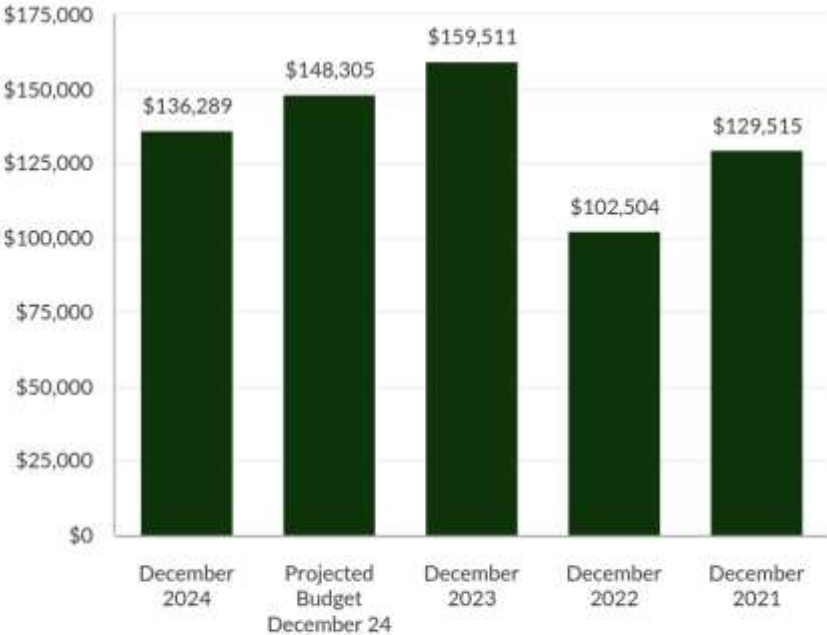
This chart reflects revenue for the current month as well as year to date.



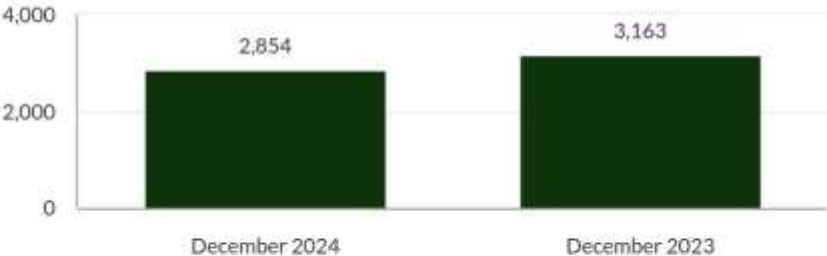
# Hidden Creek Golf Course- December Comparisons

Item A.

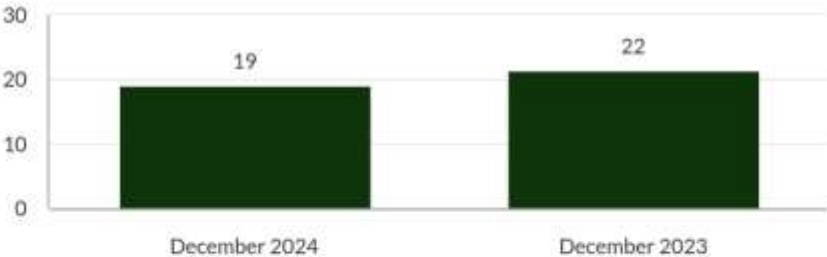
December Revenue



Rounds Played in December



Playable Days \* updated criteria with partial days



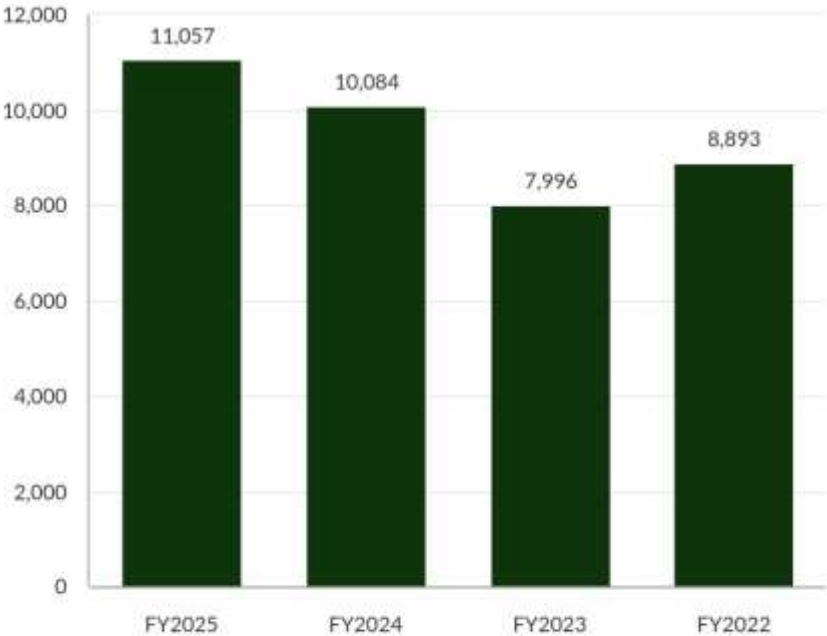
# Hidden Creek Golf Course- Year to Date

Item A.

Revenue YTD October -December



Rounds Played YTD October - December



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

Item A.

Pro Shop Revenue YTD October - December



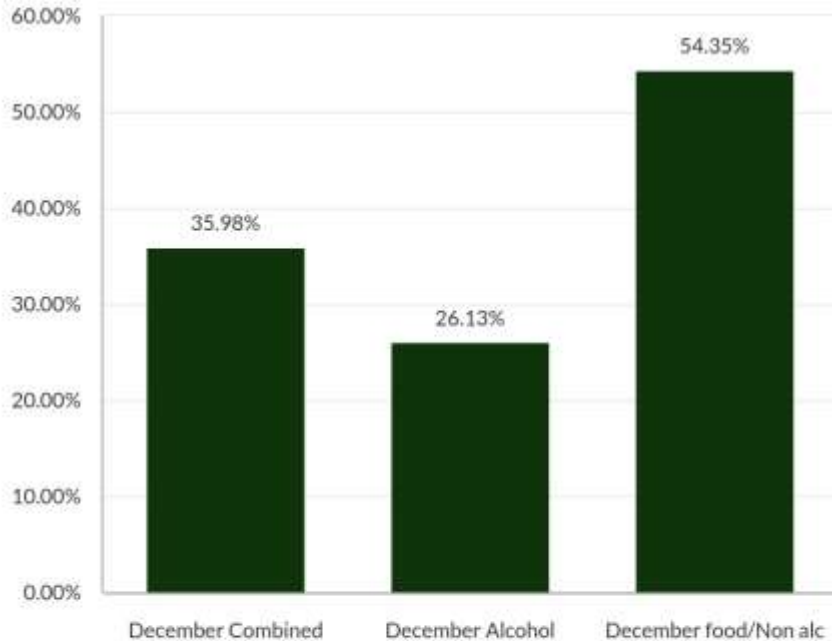
Food and Beverage Revenue YTD October - December



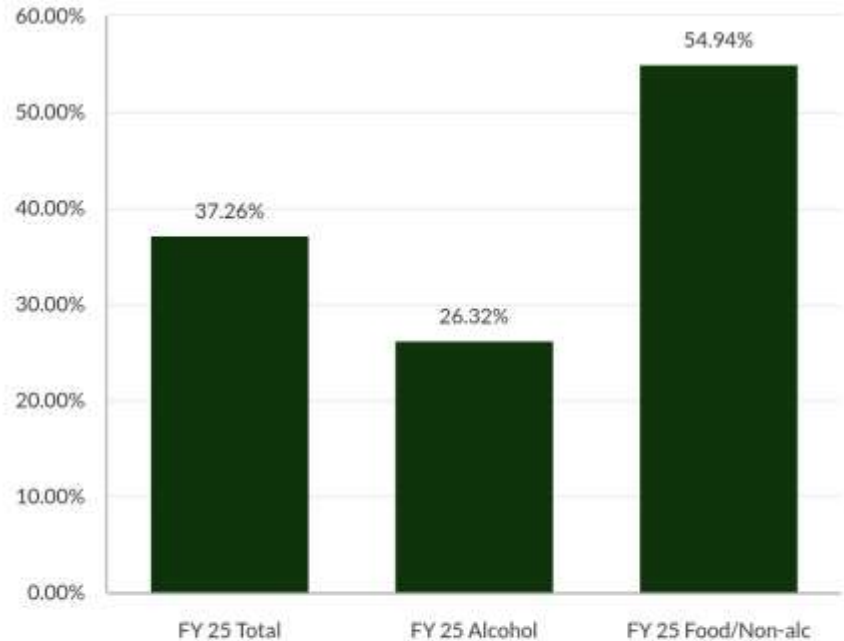
# Hidden Creek Golf Course- Food and Beverage Cost of Sales Percentages

Item A.

Food and Beverage Cost of Sales % by Department



Food and Beverage Cost of Sales % Combined YTD

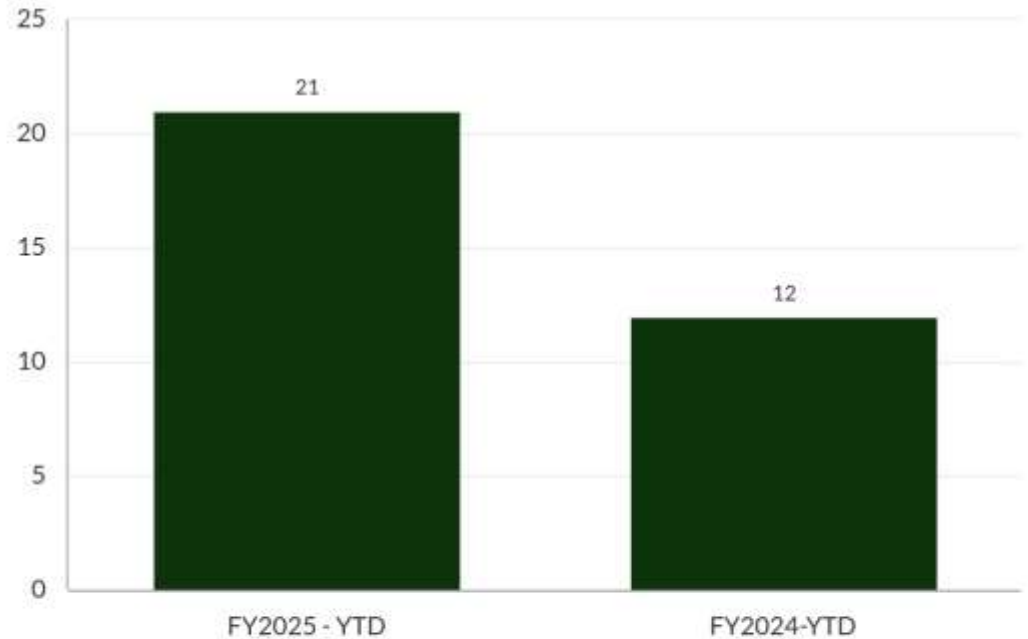


# Hidden Creek Golf Course- Tournaments

Item A.



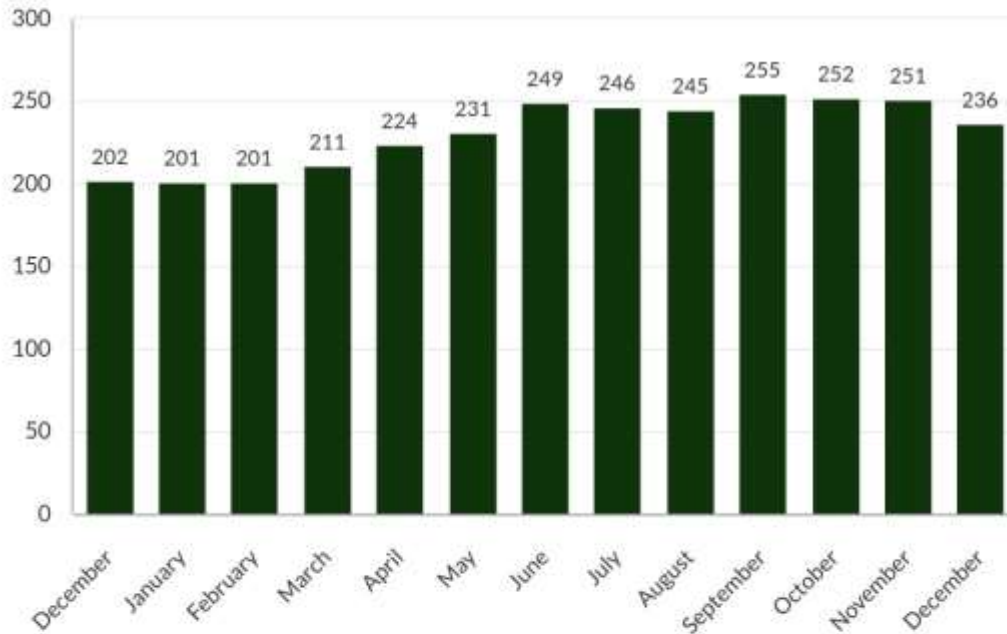
Tournaments YTD



# Golf-Memberships

— 236 Current Members

Players Club



Item A.



23





# CAPITAL PROJECTS UPDATES

Item A.

**SCOTT STREET TRAILHEAD  
IMPROVEMENT**  
CONSTRUCTION  
80% COMPLETION  
JANUARY 2025

**CENTENNIAL PARK**  
CONSTRUCTION  
COMPLETION:  
FEBRUARY 2025

**CHISENHALL TURF  
CONVERSION**  
CONSTRUCTION COMPLETION:  
MARCH 2025

**PARKS MASTER PLAN**  
SCRUBBING DRAFT:  
APRIL 2025





# CAPITAL PROJECTS UPDATE Item A.

## SHANNON CREEK

*DESIGN / BIDDING GOAL*

*JANUARY 2025*

## GREEN RIBBON

*AFA EXECUTED, WORKING THROUGH TXDOT  
APPROVAL OF DESIGN*

## COMMUNITY PARK

*SURVEY AND INITIAL DRAINAGE REVIEW  
COMPLETE*



# 2024 HIGHLIGHTS



# PARK OPERATIONS

Item A.

## PLAYGROUND INSPECTIONS

### 32

6 MINOR REPAIRS:

PRAIRIE TIMBERS: PAINT TOUCH-UP

CINDY PARK (2): TIGHTENED BOLT ON HAND GRIP; REPLACED MISSING BOLT ON MERRY-GO-ROUND

BARTLETT: BRACKET PRESSED BACK STRAIGHT, ALL SHACKLES TIGHTENED, AND CHAIN UNTWINSTED

WAKEFIELD PARK: REPLACED MISSING BOLT ON 3RD JOINT OF TWIST SLIDE

CLAUDIAS: TIGHTENED LOOSE BOLT ON ADA SWING

## GRAFFTI ABATEMENTS

### 5

MISTLETOE HILL PARK; CEDAR RIDGE PARK (2); HEBERLE TRAIL; HEBERLE PARK



CHRIS MCGAHA, NEW PARKS CREW MEMBER

27

# Feedback?



# JANUARY 2025



| SUNDAY | MONDAY  | TUESDAY   | WEDNESDAY                              | THURSDAY                                      | FRIDAY                                | SATURDAY  |
|--------|---|---|--|---|---------------------------------------|---|
|        |   |   | 1<br>Winter Fun Camp<br>Kung Fu        | 2   | 3<br>Kung Fu                          | 4<br>Russell Farm Open Art                              |
| 5      | 6<br>Sports 101<br>Sporties for Shorties<br>Fun Camp              | 7<br>Homeschool PE<br>Open Play Pickleball<br>TaeKwonDo & Gymnastics  | 8<br>Sporties for Shorties<br>Kung Fu  | 9<br>Homeschool PE<br>TaeKwonDo & Gymnastics  | 10<br>Open Play Pickleball<br>Kung Fu | 11<br>Russell Farm Open Art                             |
| 12     | 13<br>Sports 101<br>Sporties for Shorties<br>Women's Self Defense | 14<br>Homeschool PE<br>Open Play Pickleball<br>TaeKwonDo & Gymnastics | 15<br>Sporties for Shorties<br>Kung Fu | 16<br>Homeschool PE<br>TaeKwonDo & Gymnastics | 17<br>Open Play Pickleball<br>Kung Fu | 18<br>Russell Farm Open Art & Precious Stones Art Class |
| 19     | 20<br>Sports 101<br>Sporties for Shorties<br>Fun Camp             | 21<br>Homeschool PE<br>Open Play Pickleball<br>TaeKwonDo & Gymnastics | 22<br>Sporties for Shorties            | 23<br>Homeschool PE<br>TaeKwonDo & Gymnastics | 24<br>Open Play Pickleball<br>Kung Fu | 25<br>Russell Farm Open Art                             |
| 26     | 27<br>Sporties for Shorties                                       | 28<br>Homeschool PE<br>TaeKwonDo & Gymnastics                         | 29<br>Sporties for Shorties            | 30<br>Homeschool PE<br>TaeKwonDo & Gymnastics | 31                                    |   |