

Park Board and Recreation Board Agenda

Thursday, November 20, 2025 6:00 PM

City Hall Council Workroom 141 W Renfro Burleson, TX 76028

1. CALL TO ORDER

2. <u>CITIZEN APPEARANCES</u>

Each person in attendance who desires to speak to the Committee 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 Committee. 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 approval of the minutes from the August 21, 2025 meeting. (Staff Contact: Bailey Campbell, Senior Administrative Specialist)

4. REPORTS AND PRESENTATIONS

- A. Receive a report and provide feedback on the Shannon Creek Park redesign proposal. (Staff Contact: Jessica Martinez, Deputy Director of Parks)
- B. Receive the September and October 2025 Department Update Presentation (*Staff Contact: Jen Basham, Director of Parks and Recreation*)
- C. Review the December 2025 Parks and Recreation calendar. (Staff Contact: Jen Basham, Director of Parks and Recreation)

5. REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS

ADJOURN

Staff Contact

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 13th of November 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.





Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: November 20, 2025

SUBJECT:

Consider approval of the minutes from the August 21, 2025 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 <u>jbasham@burlesontx.com</u> 817-426-9201

BURLESON PARKS ADVISORY BOARD August 21, 2025 MINUTES DRAFT

Call to Order - 6:00 P.M.

Roll Call

Board Members Present

Matt Quinn
Sherry Scott
Angel Sanchez
Christian Schott
Tyler Knox
Addison Oscarson

Board Members Absent Shannan Sutter Lindsey Cobb Ashli Logan

Staff Present

Jen Basham, Director of Parks and Recreation Allison Smith, Deputy Director of Recreation Jessica Martinez, Deputy Director of Parks

Guests

Kristen Tanz, Environmental Health Specialist, Keep Burleson Beautiful Member Mary Ann Matthews, Master Naturalist, Keep Burleson Beautiful Member Heidi Garbe, President of Keep Burleson Beautiful

- 1. Call to Order: 6:00 PM—Matt Quinn called the meeting to order at 6:01 PM
- 2. Citizen Appearances

None.

3. General

A. Consider approval of the minutes from the June 19, 2025, meeting. (Staff Contact: Bailey Campbell, Senior Administrative Specialist)

Christian Schott made a motion to approve the item. Tyler Knox seconded the motion. Motion passed 6-0. Absent Shannan Sutter, Lindsey Cobb, and Ashli Logan.

B. Nominate and elect a Chair and Vice-Chair for the board for the Fiscal Year 2025-26 term. (Jen Basham, Director of Parks and Recreation)

Matt Quinn volunteered to continue to serve as Chair. Matt Quinn made a motion to approve. All in favor.

Motion passed 6-0. Absent Shannan Sutter, Lindsey Cobb, and Ashli Logan.

Tyler Knox volunteered to serve as Vice Chair. Matt Quinn made a motion to approve. All in favor.

Motion passed 6-0. Absent Shannan Sutter, Lindsey Cobb, and Ashli Logan.

4. Reports and Presentations

A. Consider recommending approval of three new bike trail features funded and constructed by Fort Worth Mountain Bike Association (FWMBA) at Chisenhall Hike and Bike Trail (Staff Contact: Jessica Martinez, Deputy Director of Parks)

Jessica Martinez gave a report recommending approval of three new bike trail features funded and constructed by Fort Worth Mountain Bike Association (FWMBA) at Chisenhall Hike and Bike Trail. A discussion followed.

Sherry Scott made a motion to approve the item. Tyler Knox seconded the motion. Motion passed 6-0. Absent Shannan Sutter, Lindsey Cobb, and Ashli Logan.

B. Receive a report and presentation regarding the proposed implementation of naturalized no-mow areas within select parks and right-of-way (ROW) medians for environmental, operational, and educational purposes. (Staff Contact: Jessica Martinez, Deputy Director of Parks)

Jessica Martinez gave a report regarding the proposed implementation of naturalized no-mow areas within select parks and right-of-way (ROW) medians for environmental, operational, and educational purposes. A discussion followed.

C. Receive a report, hold a discussion and provide staff feedback regarding the Parks and Recreation Master Plan (Staff Contact: Jen Basham, Director of Parks and Recreation)

Jen Basham gave a report regarding the Parks and Recreation Master Plan. A discussion followed.

D. Receive the July 2025 Department Update Presentation (Staff Contact: Jen Basham, Director of Parks and Recreation)

Allison Smith, Jen Basham, and Jessica Martinez reviewed departmental programs, events and revenues for the month of July 2025.

E. Review the September 2025 Parks and Recreation calendar. (Staff Contact: Jen Basham, Director of Parks and Recreation)

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

4. Requests for Future Agenda Items and Reports

5. Adjourn.

Chairperson, Matt Quinn adjourned the meeting Time – 8:37 P.M.
Bailey Campbell, Recording Secretary

Jessica Martinez, Secretary in Attendance





Park Board

DEPARTMENT: Parks and Recreation

FROM: Jessica Martinez, Deputy Director of Parks

MEETING: November 20, 2025

SUBJECT:

Receive a report and provide feedback and direction on the Shannon Creek Park redesign proposal. (Staff Contact: Jessica Martinez, Deputy Director of Parks)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
Great Place to Live Through Expanded Quality of Life Amenities	4.1 Provide high-quality parks

SUMMARY:

Shannon Creek Park was identified as a priority project in the 2019 Parks and Recreation Master Plan. Since then, the project has gone through multiple rounds of public engagement, design development, and coordination with various departments and consultants. Due to updated priorities and recent bids exceeding the allocated project budget, staff is requesting Council direction on a proposed scope reduction and potential reallocation of remaining project funds to the Community Park project.

Background:

- 2019: Identified as a priority in the Parks and Recreation Master Plan.
- Fall 2021: Round 1 public engagement completed (303 online responses, 28 town hall attendees). Council presentation held November 8, 2021, with support to proceed to design.
- February 7, 2022: Council awarded design contract to Studio Outside.

Item A.

- Fall 2022: Round 2 public engagement held (509 survey responses, 32 on-site participants). Feedback focused on parking, screening, and programming, leading to a phased design approach.
- November 2022: Council approved phased design; Park Board unanimously supported the final concept and phasing plan.
- 2023–2025: Flood study and coordination completed to address drainage and future floodplain needs. Council received ongoing design direction updates during Capital Improvement Program discussions.
- June 2025: Staff finalized construction documents incorporating updates to align with the upcoming Community Park to avoid duplication and ensure equitable distribution of amenities.
- June 6, 2025: Project released for bid; six bids were received, all exceeding the allocated budget.
- August 4, 2025: Bids were formally rejected. Council directed staff to re-evaluate project scope in consideration of the Community Park addition and Park Board recommendations

RECOMMENDATION:

Staff recommends reducing the project scope to the proposed design and reallocating any remaining project funding to the Community Park project to maximize resources, align with community priorities, and ensure the most efficient use of available funds.

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

N/A

REFERENCE: N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue:

Account Number(s):

Fund:

Account Description:

Procurement Method:

STAFF CONTACT:

Jessica Martinez
Deputy Director of Parks
jmartinez@burlesontx.com
682-312-2765

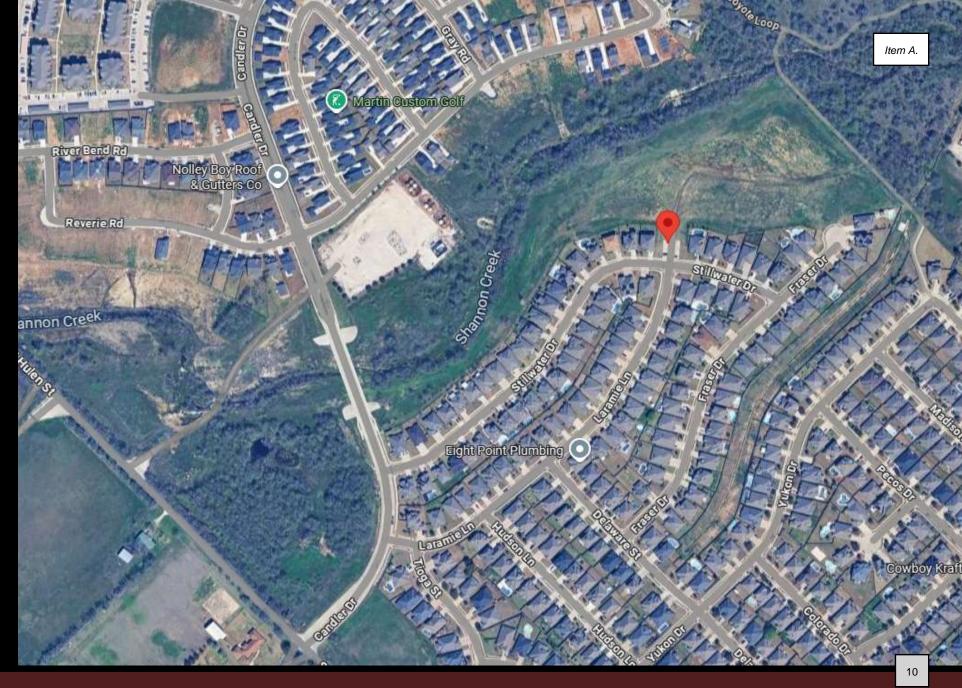


Shannon Creek Nature Park

PARK BOARD - NOVEMBER 20, 2025 PRESENTER - JESSICA MARTINEZ, DEPUTY DIRECTOR OF PARKS



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CURRENT SITE

Project Background



Item A.

Shannon Creek is centrally located as part of our park system and creates linkages between multiple trails, parks, and open space. It is positioned to serve over 4,000 households within 1 mile.

• Identified as a Priority:

• Listed as a priority project in the 2019 Parks and Recreation Master Plan.

• Fall 2021 – Round 1 Public Engagement:

- 303 online survey responses + 28 in-person town hall attendees.
- Community provided input on desired park features.
- Council presentation held on Nov. 8, 2021, with support to move forward with design development.

• February 7, 2022 – Design Contract Awarded:

• Council approved a design contract with Studio Outside.

• Fall 2022 – Round 2 Public Engagement:

- 509 survey responses and 32 on-site participants.
- Discussion focused on parking, screening, and park programming.
- Input resulted in a phased design approach.

• November 2022 – Council and Park Board Approval:

• Council approved the phased design. The Park Board unanimously supported the final concept and phasing plan.

Flood Study and Coordination:

- This project required extensive coordination to complete flood studies, addressing both current drainage challenges and future floodplain needs.
- Council received ongoing design direction updates throughout the Capital Improvement Program discussions.

June 2025 – Final Design and Bidding:

- Staff finalized construction documents, incorporating updates to align with the Community Park project and avoid amenity duplication while ensuring equitable park access.
- Project released for bid on June 6, 2025.
- Six bids were received; all exceeded the allocated project budget.
- Bids were formally rejected at the August 4, 2025, City Council Meeting, with Council directing staff to re-evaluate project scope in light of the Community Park addition and Park Board recommendations



Project Overview

• Location: 1624 Stillwater Drive, Burleson, TX 76028

• **Size:** 14.86 acres

• Total Project Budget: \$1.8 million

- **Purpose:** Transform undeveloped land into a nature-based community park; Strengthen connectivity within the Burleson parks and trails network
- Key Features:
 - Natural surface trails and paved walkways
 - Wildflower areas and native tree plantings
 - Site furnishings and landscape enhancements
 - Integrated storm water management and drainage solutions

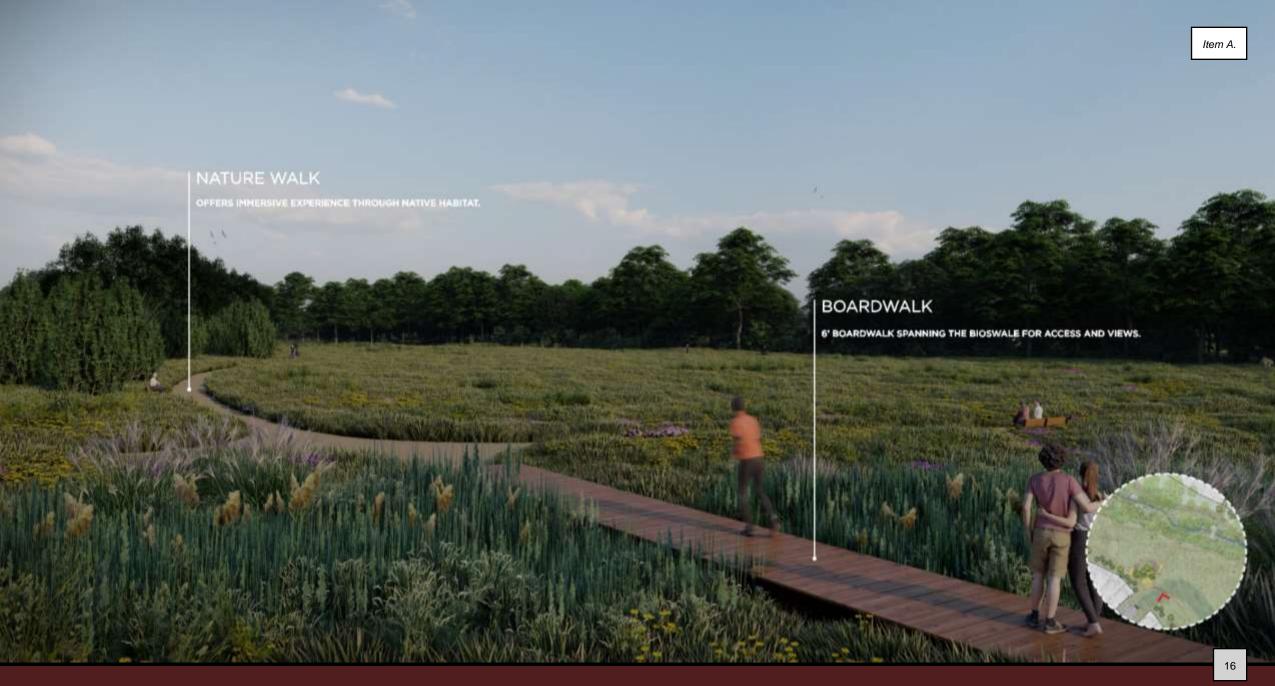


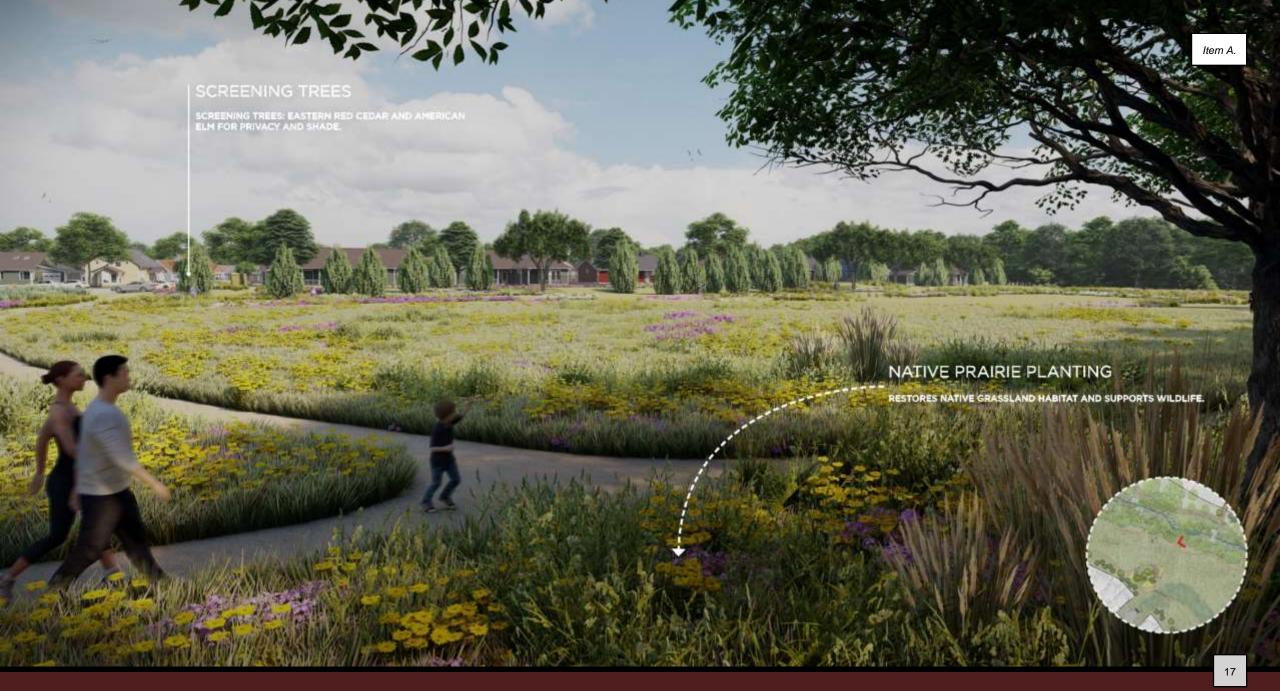


RENDERED SITE PLAN

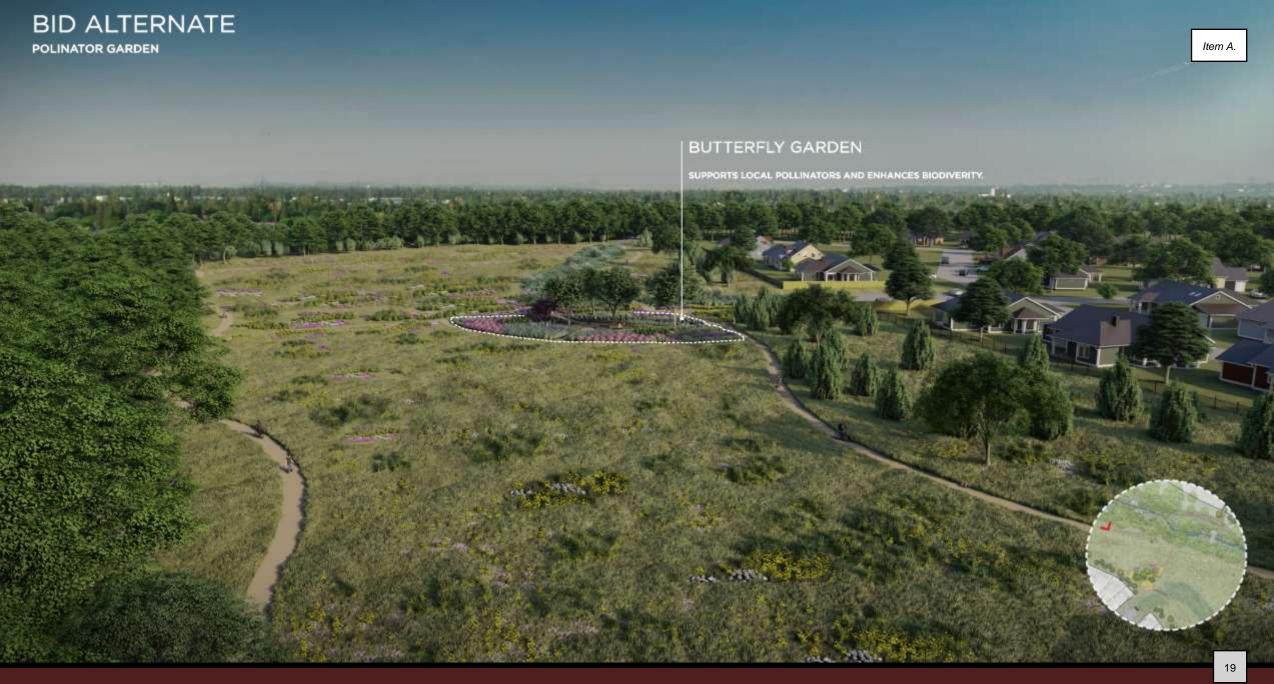




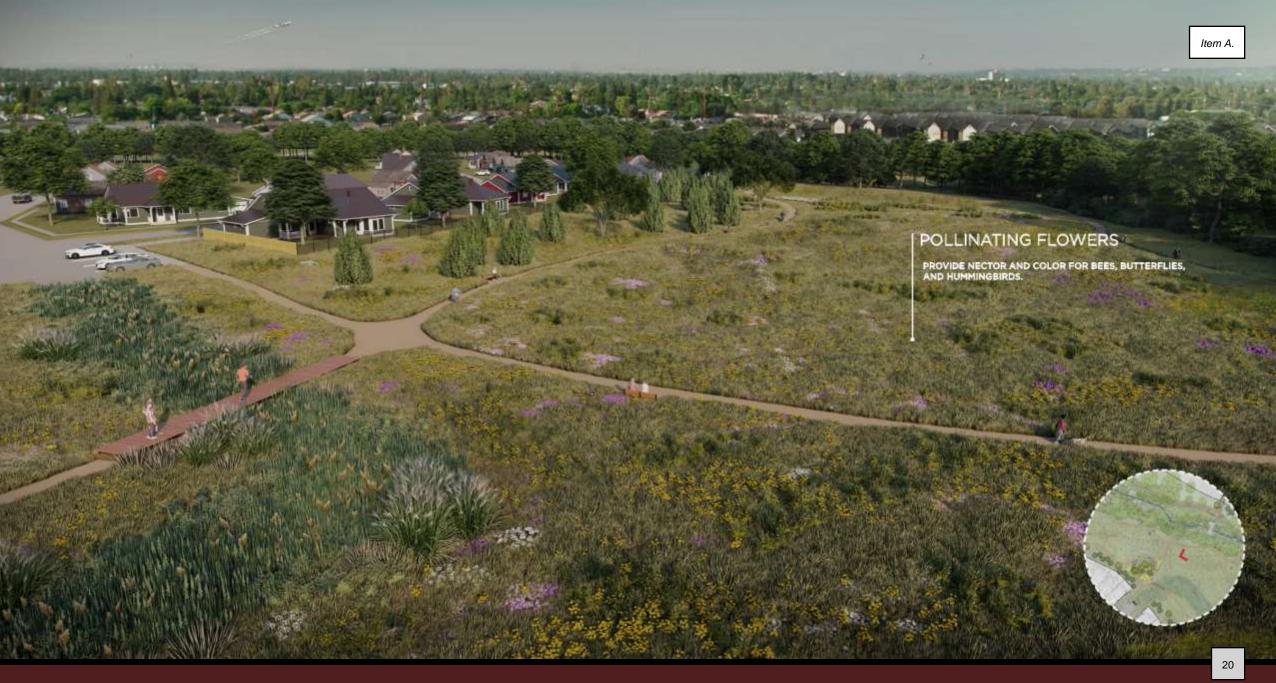


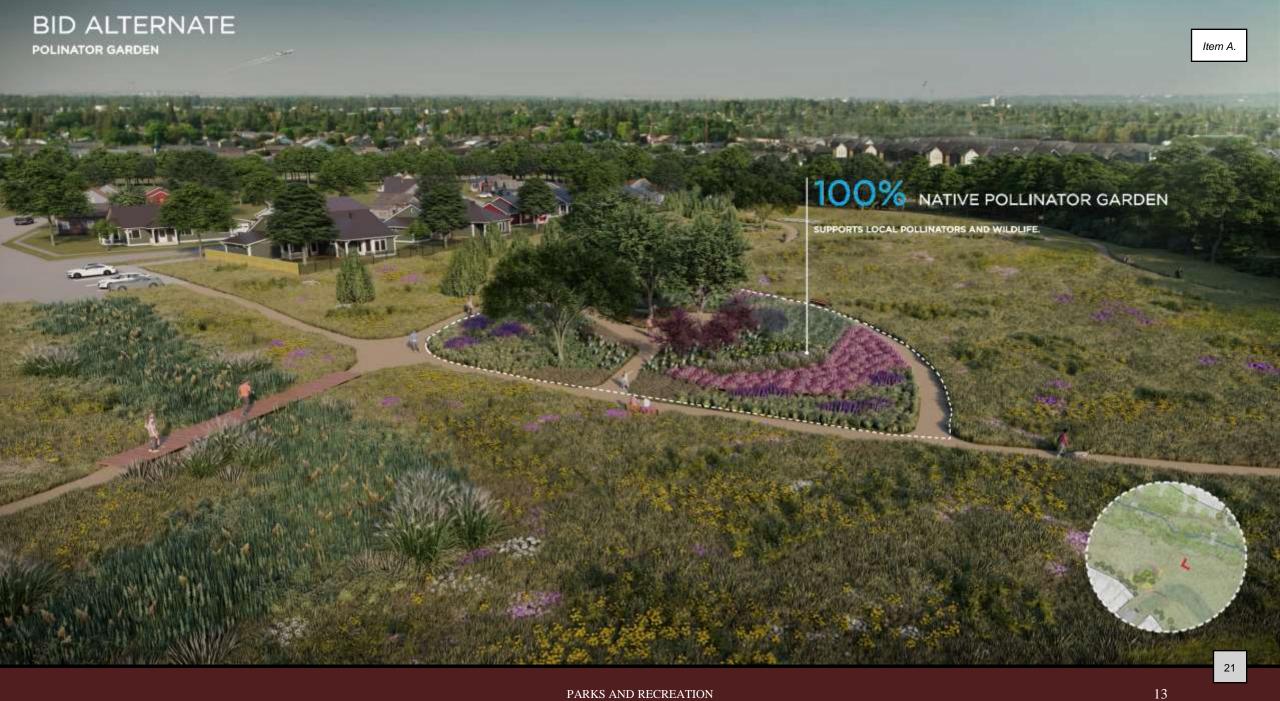




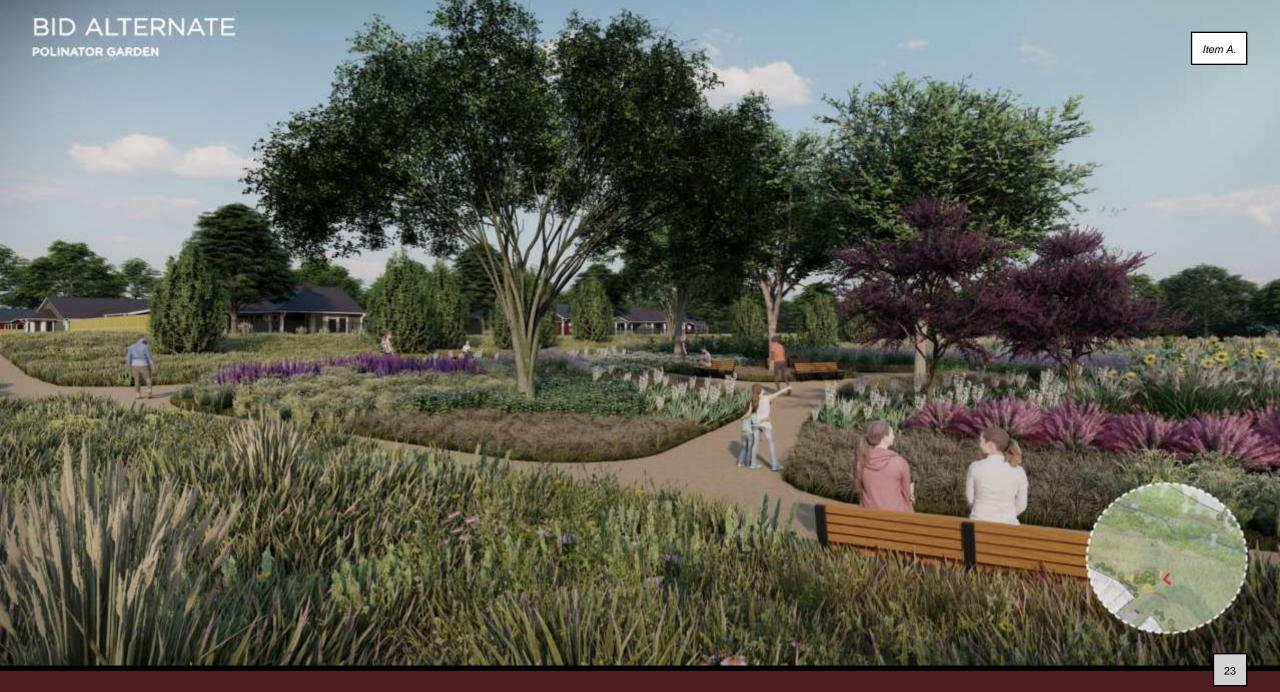


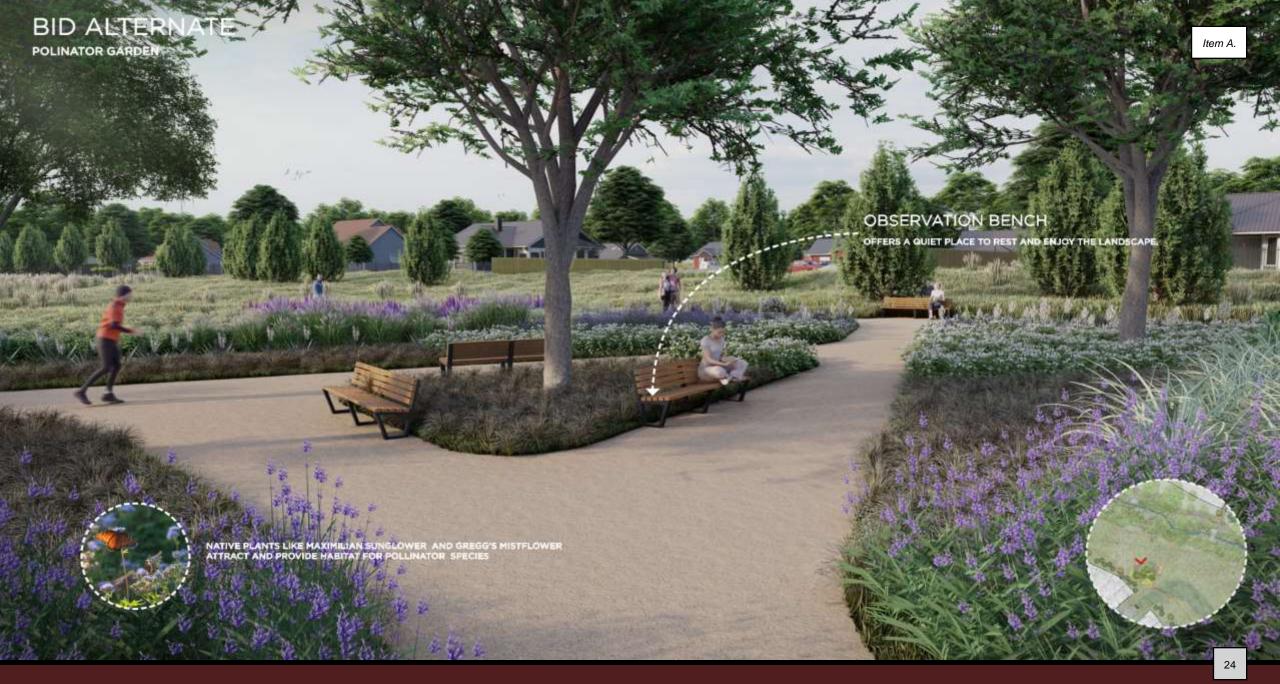
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NEXT STEPS:

City Council Meeting for Discussion and Direction

- Target Date: December 15, 2025 (or January 2026, if needed)
- Staff will present updated scope recommendations and request Council direction.

Bid Project (if approved)

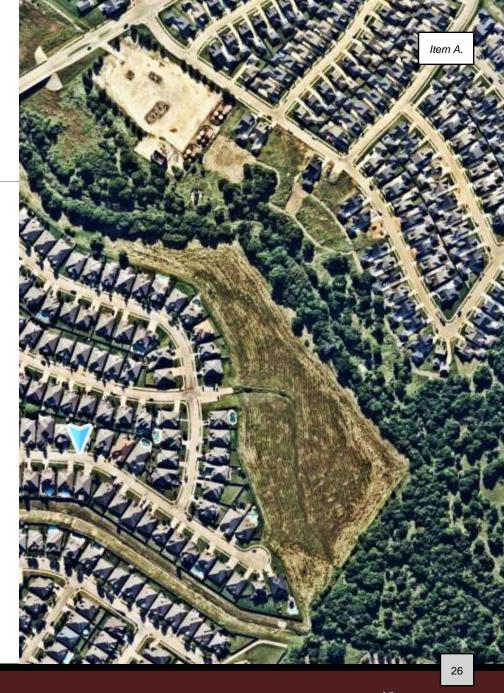
- Tentative Date: February March 2026
- Revised project scope to be released for competitive bidding.

Award Construction Contract (City Council)

- Target Date: April 2026
- Council consideration and approval of the construction contract award.

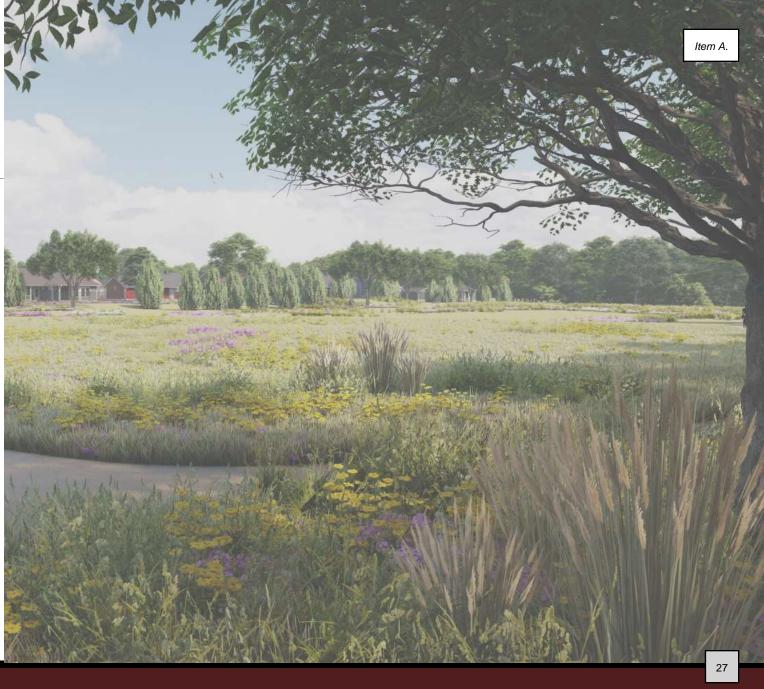
Project Start

- Estimated Start Date: May June 2026
- Construction anticipated to begin following contract execution and pre-construction coordination.



FEEDBACK

Staff recommends reducing the project scope to the proposed design and reallocating any remaining project funding to the Community Park project to maximize resources, align with current community priorities, and ensure the most efficient use of available funds.







Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: November 20, 2025

SUBJECT:

Receive the September and October 2025 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
817-426-9201





Parks and Recreation Board

- Most items will be reports and presentations moving forward
- Items such as the adoption of minutes or election of chair and vice chair will continue to be action items
- All items will be presented to discuss prioritization, progress and design elements for feedback
- Budget, policy, and operational items will be taken directly to City Council for review.
- Staff will continue to present the department updates to keep the board up to speed on programs and projects within the department
- Staff will expand items regarding programs and events for feedback
- Item sequencing: Items will first be presented to the Parks and Recreation Board for initial feedback. That feedback will be included when the item moves forward to City Council. Council may then determine whether an item should return to the board for additional input before a final decision is made.





















UPDATE

PROGRAMS & ATHLETICS

October Recap:

Homeschool PE (21)

School Break Fun Camp (30)

Adult Softball Teams (29)

Self Defense (32)

HAPPENING THIS MONTH:

Lunch Break!!

Link Up Teen Night

Sensory Friendly Family Nights



UPDATE

RUSSELL FARM

October Recap:

Open Art Studio (88)

Story Time (133)

Red Chair Lecture (71)

HAPPENING THIS MONTH:

Adult Art – Santa's Workshop

Drawing with Pinky

Christmas on the Farm & Nights of Lights





COMMUNITY ENGAGEMENT

Facebook Followers: 22,503 (508 increase)

Instagram Followers: 2,378 2,341 (37 increase)

Facebook Highlight - Natatorium Update

Post Linked Here

Post Reach: 83,131

Post Views: 96,357





VOLUNTEER OPPORTUNITIES

- Santa's Breakfast 12/6
- Nights of Lights 12/10, 12/11, 12/12
- Christmas on the Farm 12/13



BRICK PROJECTS

DEHUMIDIFICATION SYSTEM & INDOOR POOL

DEHUMIDIFICATION SYSTEM – IN PROGRESS
PLAYSTRUCTURE – IN PROGRESS
SAND FILTERS – IN PROGRESS
PLASTER – IN PROGRESS
BIG SLIDE – IN PROGRESS
DOOR REPLACEMENT – IN PROGRESS
EVACUATORS – INSTALLATION AFTER DOORS

HVAC

UPDATED TIMELINE: SEPTEMBER - NOVEMBER 2025

UPDATE

NO CLOSURE NECESSARY

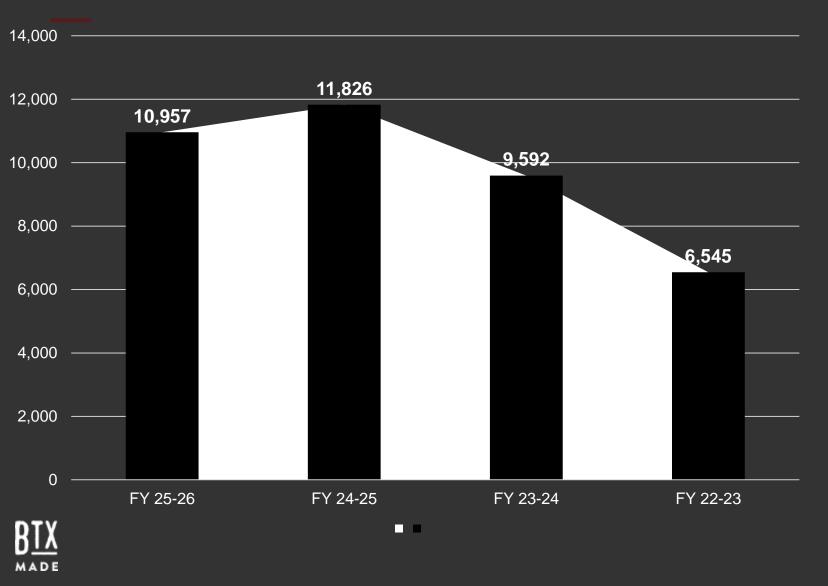
ADDITIONAL ITEMS:

PLAY AREA - COMPLETED FURNITURE - COMPLETED SIGNAGE - IN PROGRESS PARKING LOT STRIPING

MEETING ROOM AV & WOMENS LOCKERS

MEETING ROOMS - COMPLETED LOCKERS - COMPLETED

BRICK MEMBERSHIPS & DAY PASSES - MONTH OF OCTOBER





ALL PROGRAMS - OCTOBER

FY 24-25

825

PARTICIPANTS

FY 25-26

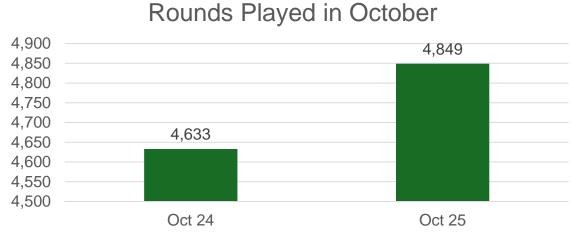
561

PARTICIPANTS





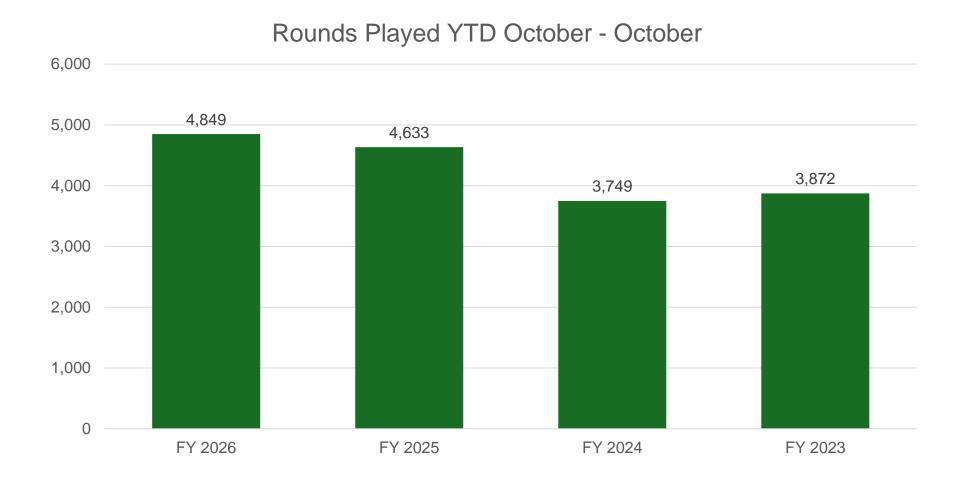
Hidden Creek Golf Course- October Comparisons





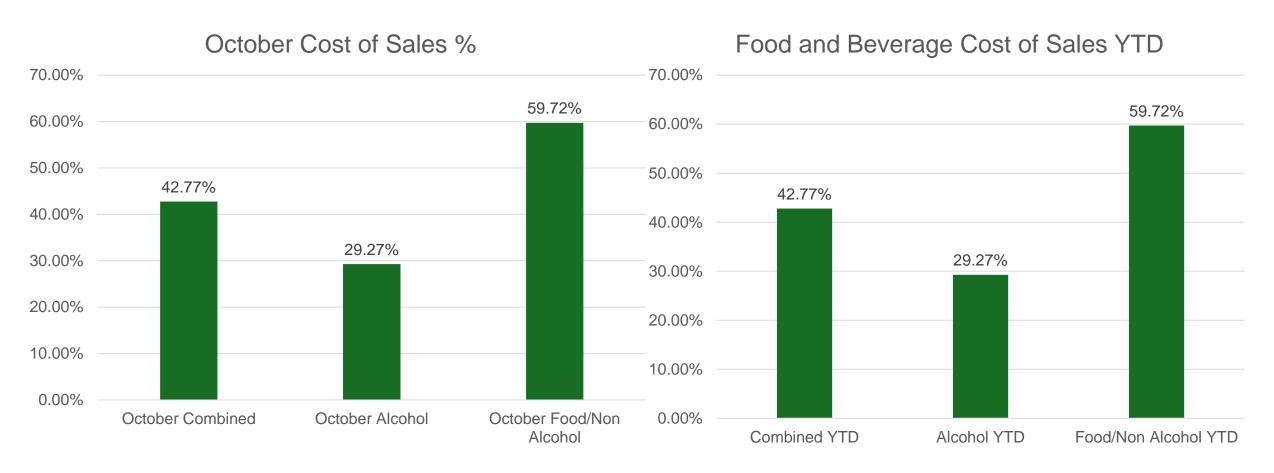


Hidden Creek Golf Course- Year to Date





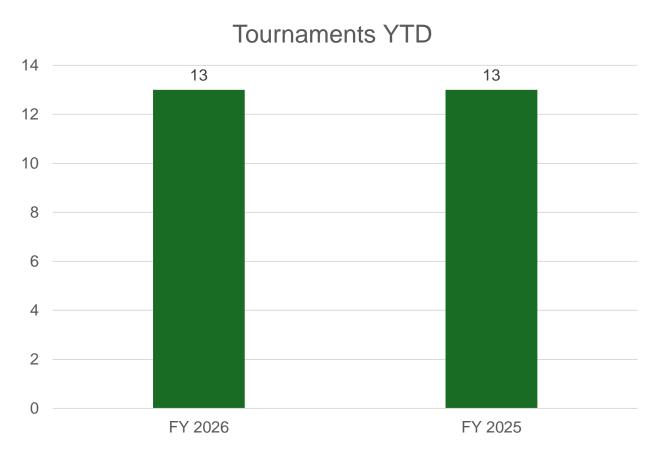
Hidden Creek Golf Course- Food and Beverage Cost of Sales Percentages





Hidden Creek Golf Course- Tournaments



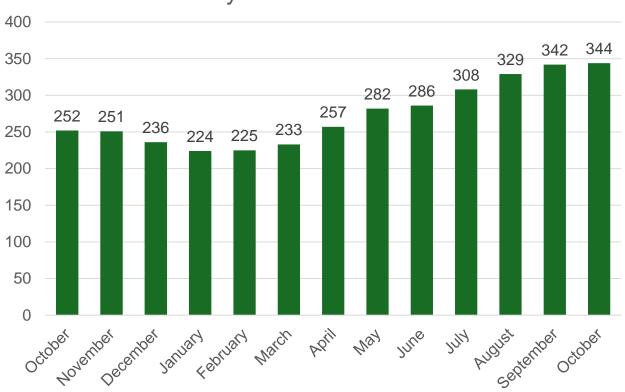




Golf-Memberships

344 Current Members











THE CITY OF BURLESON PARKS, RECREATION, TRAILS OPEN SPACE MASTER PLAN ADOPTION DATE: OCTOBER 20, 2025

CAPITAL PROJECTS: UPDATES

SHANNON CREEK

SLATED TO
PRESENT NEW
CONCEPT TO PARK
BOARD IN
NOVEMBER 2025

WARREN PARK MASTER PLAN

KICK OFF MEETING SCHEDULED FOR DECEMBER 2, 2025

PARKS MASTER PLAN

ADOPTED: OCTOBER 20, 2025

GREEN RIBBON

CONSTRUCTION
AWARD:
OCTOBER 20
PRECONSTRUCTION
NOVEMBER 2025

COMMUNITY PARK

PHASE I
CONSTRUCTION
DOCUMENT DESIGN

PARK MONUMENT SIGNS

JANUARY 2025



NATURALIZED AREAS EXPANSION: UPDATE

SEEDING COMPLETION: OCTOBER 2025 6 SITES SELECTED

FWMBA HIKE & BIKE FEATURE INSTALLED

3 FEATURES PREVIOUSLY
APPROVED HAVE BEEN
CONSTRUCTED & PROJECT IS
COMPLETE

MOWING SEASON YEAR-END TEAM HIGHLIGHTS

EDDIE SALMERON: PARKS
GERALD KIRBY: CREW LEADER
MICAH TATUM: ATHLETICS
CHRIS MCGAHA: NEWCOMER
ALEX DEPEW: PROMOTION & CORE VALUE

TECHNOLOGY IMPLEMENTATIONS

TURF TANK & AUTONOMOUS MOWER ACTIVE AT BARTLETT SOCCER COMPLEX: TRAINING COMPLETE & OPERATIONS UNDERWAY.

PLACER AI: IMPLEMENTATION LAUNCH

FORESTER & TREE GRANT UPDATE

URBAN FORESTER: INTERVIEWS HELD ON NOV. 14

TREE GRANT:
TREES SITES SELECTED
50 NEW TREES TO BE PLANTED IN
COORDINATION WITH
ONBOARDING OF FORESTER AND
DEVELOPMENT OF FORESTRY
PROGRAM.

WINTER TRANSITION

WINTER TRAINING:
CREW LEADER: LEADERSHIP
CERTIFICATION
TECHNICAL TRAINING OPPORTUNITIES

WINTER PROJECTS FOCUS:
PLAZA REFRESH, TREE WORK, GENERAL
IMPROVEMENTS, DEEP CLEANING, AND
MORE.

48















OPERATIONS: BY THE **NUMBERS**

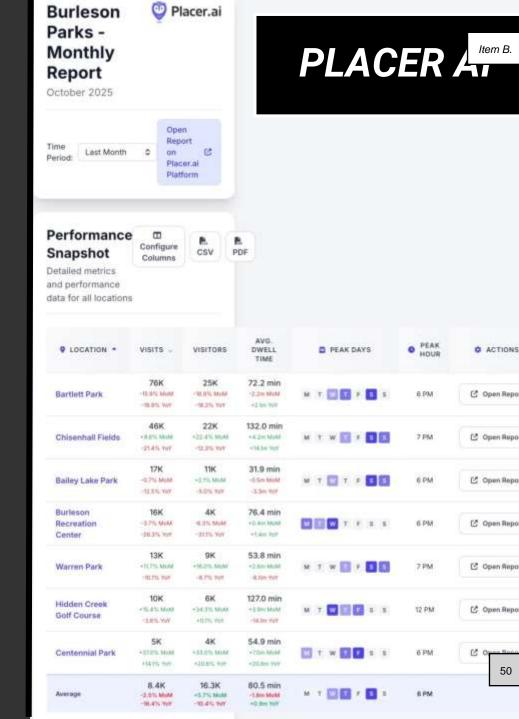
PLAYGROUND INSPECTIONS

32

2 MINOR REPAIRS MEADOWCREST (TIGHTENED BOLTS - EXERCISE MACHINE) & CENTENNIAL (REPAIRED SPINNER AND ROCKER)

GRAFFTI ABATEMENTS

BRIDGE UNDERPASS NEAR 1135 & 174



ACTIONS

C Open Report

50



Feedback / Questions



SUNDAY	MONDAY	TUESDAY	WEDNESAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	PLAYMAKERS & PARENTS YOUTH SOFTBALL/ BASEBALL	HOMESCHOOL PE OPEN PLAY PICKLEBALL	OPEN PLAY PICKLEBALL MINI MOVERS & MUSIC DIFFERENT	HOMESCHOOL PE TEEN SPORTS	OPEN PLAY PICKLEBALL	RUSSELL FARM SKETCH GROUP & SANTA'S WORKSHOP PAINTING SANTA'S BREAKFAST & BTX-MAS IN THE PLAZA
7	SELF DEFENSE	ARCHERY 9	ABILITIES 10	CLINIC 11	SENSORY NIGHTS 12	13
,	0	9				13
			NIGHTS OF LIGHTS AT RUSSELL FARM			
	PLAYMAKERS & PARENTS YOUTH	HOMESCHOOL PE	OPEN PLAY PICKLEBALL	HOMESCHOOL PE	OPEN PLAY PICKLEBALL SENSORY NIGHTS	RUSSELL FARM SKETCH GROUP
	SOFTBALL/ BASEBALL	PICKLEBALL	DIFFERENT ABILITIES	OFF SEASON -	MOBILE REC -	CHRISTMAS ON
PICK UP CLUB	LINK UP	ARCHERY	ROOTS & WINGS	VOLLEYBALL	CENTENNIAL	THE FARM
14	15	16	17	18	19	20
	PLAYMAKERS & PARENTS YOUTH SOFTBALL/ BASEBALL	HOMESCHOOL PE OPEN PLAY PICKLEBALL ARCHERY	OPEN PLAY PICKLEBALL MINI MOVERS & MUSIC DIFFERENT ABILITIES	HOMESCHOOL PE TEEN SPORTS CLINIC	OPEN PLAY PICKLEBALL SENSORY NIGHTS	RUSSELL FARM SKETCH GROUP
21	22	23	24	25	26	27
	WINTER BI	REAK CAMP	MERRY CI	HRISTMAS	WINTER BREAK CAMP	RUSSELL FARM
PICK UP CLUB		OPEN PLAY PICKLEBALL			OPEN PLAY PICKLEBALL	SKETCH GROUP & DRAWING WITH PINKY
28	29	30	31			
		WINTER BREAK CAMP				
		OPEN PLAY PICKLEBALL	OPEN PLAY PICKLEBALL			52