
Thursday, February 10, 2022

City Hall Council Chambers

Call to Order - 6:00 PM

1. Approve the minutes from the January 13, 2022 meeting. *(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)*
2. Citizen Appearances
3. Receive a report, hold a discussion, and provide feedback regarding Honey Tour. *(Staff Presenter: Jen Basham, Director- Parks and Recreation).*
4. Receive a report, hold a discussion, and provide a recommendation for the naming of the dog park. *(Staff Presenter: Jen Basham, Director- Parks and Recreation).*
5. Receive a report regarding monthly program, revenue, and project updates. *(Jen Basham, Director- Parks and Recreation).*
6. Community Announcements:
Attached
7. Board Requests for Future Agenda Items or Reports

Adjourn

Staff Contact

Jen Basham

Director

Parks and Recreation

817-426-9201

CERTIFICATE

I hereby certify that the above agenda was posted on this **the 7th of February 2022, by 5:00 p.m.**, on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos

Amanda Campos
City Secretary



ACCESSIBILITY STATEMENT

The Burleson Recreation Center is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in that area. 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.



City of Burleson

Parks Board

BRiCk Conference Room
550 NW Summercrest Blvd
Burleson, TX 76028

AGENDA INFORMATION SHEET

DEPARTMENT: Parks & Rec

DATE: 02/10/2022

Subject:

Approve the minutes from the January 13, 2022 meeting. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)

Attachments

Minutes

Respectfully submitted:

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

BURLESON PARKS ADVISORY BOARD

January 13, 2022

MINUTES

DRAFT

Call to Order – 6:04 PM

Roll Call

Board Members Present

Cynthia Plonien
Sherry Scott
Thomas Fleeger
Michael Massey

Board Members Absent

Matthew Quinn
Emily Quinn
Jessie Farris

Staff in Attendance:

Jen Basham (Director of Parks and Recreation)
David Lopez (Deputy Director, Parks)
Kerry Montgomery (Senior Administrative Secretary)

Guests

1. Approve the December 9, 2021 meeting minutes.

A motion was made by Michael Massey and seconded by Thomas Fleeger to accept the minutes as presented. The motion passed 4 – 0, with Matthew Quinn, Emily Quinn and Jessie Farris being absent.

2. Citizen Appearances

None

3. Receive a report, hold a discussion and provide staff feedback regarding potential improvements to Claudia's Playground. (Staff presenter: Jen Basham, Director)

Claudia's Playground has been identified as a priority for development through the parks master plan. \$400,000 has been identified in the capital improvement plan to develop the park. The site is situated in a residential area. An initial review of the park has determined that based on the size and location of the park, Claudia's Playground is considered a neighborhood park. Typical amenities for a neighborhood park (a park that is between 1-15 acres) include: play feature, benches, picnic table, parking, lighting and drinking fountain. Claudia's Playground is 3.27 acres and has existing parking on site. Future improvements could include parking expansion, additional lighting, and a restroom. 2 surveys were sent out to the community to get feedback on specific elements and final design options. 641 respondents provided feedback on the concepts submitted. 5 design firms created concepts for the park including: BCI Burke, LSI, Berliner, Miracle, and Kraftsman. Miracle's conceptual design was the overall supported winner with 48% of votes. Sherry Scott made a motion to recommend Miracle's concept as supported by the survey. Thomas Fleeger seconded the

motion. The motion passed 4-0 with Matthew Quinn, Emily Quinn and Jessie Farris being absent.

4. Receive a report, hold a discussion, and provide staff feedback regarding potential improvements to Cindy Park. (Staff Presenter: Jen Basham, Parks and Recreation Director)

Cindy Park has been identified as a priority for development through the parks master plan. \$200,000 has been identified in the capital improvement plan to develop the park. The site is situated in a residential area. An initial review of the park has determined that based on the size and location of the park, Cindy Park is considered a pocket park. Typical amenities for a pocket park (a park that is less than .5 acres) include: play feature, benches, picnic table, and drinking fountain. They do not include parking, restrooms, lighting, or paved trails (unless connecting to a linear linkage). 2 surveys were sent out to the community to get feedback on specific elements and final design options. 579 respondents provided feedback on the concepts submitted. 5 design firms created concepts for the park including: BCI Burke, LSI, Berliner, Miracle, and Kraftsman. Kraftsman's conceptual design was the overall supported winner with 54% of the votes. Thomas Fleeger made a motion to recommend Kraftman's concept as supported in the survey. Sherry Scott seconded the motion. The motion passed 4-0, with Matthew Quinn, Emily, Quinn and Jessie Farris being absent.

5. Receive a report regarding Parks and Recreation program and updates. (Staff presenter: Jen Basham, Director)

The board was briefed in regards to special events, programming, revenue and capital improvement projects for The BRiCK, Golf, Russell Farms, and Parks. A discussion followed.

6. Community Announcements:

The January programming calendar was presented for the board to review.

7. Board Requests for Future Agenda Items or Reports

Adjourn

There being no further business, Chairperson Plonien adjourned the meeting.

Time – 6:42 PM

Kerry Montgomery, Senior Administrative Secretary

Park Board

3.

TO: Parks Board

FROM: Jen Basham, Director of Parks & Recreation

DATE: 02/10/2022

SUBJECT: Receive a report, hold a discussion, and provide feedback regarding Honey Tour. (*Staff Presenter: Jen Basham, Director- Parks and Recreation*).

Board Action Requested:

Background Information:

Board/Citizen Input:

Attachments

Department Memo

Staff Presentation

Staff Contact:

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

DEPARTMENT MEMO

DEPARTMENT: Parks and Recreation

FROM: Jen Basham

MEETING: February 10, 2022

SUBJECT:

Receive a report, hold a discussion, and provide feedback regarding Honey Tour. *(Staff Presenter: Jen Basham, Director - Parks and Recreation)*

SUMMARY:

The Burleson Chamber of Commerce has hosted Honey Tour for over 20 years in the community. In 2020 and 2021 the race had to be canceled due to COVID. The Chamber would like to bring the event back in 2023 with an enhanced experience. The event has traditionally held a bike race ranging between 7-67 miles throughout multiple communities starting from Centennial High School. The last year the event was held it grossed \$48,599 in revenue.

For 2023 the Chamber would like to partner with the city to create a signature community events. The added components being proposed include:

- Carnival
- Food Trucks
- Live Entertainment

Vendors

The projected cost of the event for the enhancements are \$23,160 with approximately \$20,000 projected to be covered by sponsorships, carnival revenue, and food and vendor spaces.

If approved the Parks and Recreation Department will budget for the event in the FY 23 budget process.

OPTIONS:

- Recommend moving forward as a partner in Honey Tour
- Request not moving forward as a partner in Honey Tour

RECOMMENDATION:

Staff recommends partnering with the Chamber of Commerce to host the 2023 Honey Tour.

FISCAL IMPACT:

NA

Budgeted Y/N: NA

Fund Name: NA

Full Account #:

Amount: NA

STAFF CONTACT:

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



Honeytour

Parks Board - February 10, 2022

Agenda

- ① Background
- ② Key Information
- ③ Options



History of Honey Tour



- Honey Tour is a bike race that has been hosted by the Chamber of Commerce for over 20 years.
- The event consists of multiple bike races ranging from 7-67 miles
- The race has not been held since 2019

History

- Honey Tour has traditionally brought thousands of racers and their families to Burleson for the event.
 - In 2019 the event grossed \$48,599
- Honey Tour is scheduled to resume May 2023





Enhancement through Partnership

- The Chamber of Commerce would like to partner with the City to create a signature special event that enhances the race
- Proposed additions include:
 - Vendors
 - Food Trucks
 - Live Music
 - Carnival

Partnership areas

- Chamber
 - Manage all aspects of the race
- City
 - Carnival
 - Food Trucks
 - Merchants
 - Entertainment
- Collaboration
 - Marketing & Branding
 - Sponsorships (split by area)
 - Community involvement
 - Volunteers



Projected Cost for City to Partner

- Staff

- Parks (5 staff x 20 hours)
- Recreation (3 staff x 20 hours)
- Public Works (1 staff x 5 hours)
- Safety (paid for by Chamber)
- Estimated \$3,160

- Marketing

\$5,000

- Rentals

- Light towers (\$2,000)
- Generators (\$5,000)
- Tables, Tents, Chairs (\$6,000)
- Port a lets (\$2,000)
- Estimated \$15,000

- Carnival

No cost, receive percentage of profit

- Estimated cost for city participation \$23,160



Projected Revenue

- Carnival
10% of gross sales
- Sponsorships
\$10,000
- Vendor booths and food trucks
\$5,000
- Estimated Revenue \$20,000



Direction



Staff Recommendation

- Recommend partnering with the Chamber of Commerce to host Honey Tour in 2023
- Recommend not partnering with the Chamber of Commerce to host Honey Tour in 2023

Park Board

4.

TO: Parks Board

FROM: Jen Basham, Director of Parks & Recreation

DATE: 02/10/2022

SUBJECT: Receive a report, hold a discussion, and provide a recommendation for the naming of the dog park. (*Staff Presenter: Jen Basham, Director- Parks and Recreation*).

Board Action Requested:

Background Information:

Board/Citizen Input:

Attachments

Department Memo

Staff Presentation

Staff Contact:

Jen Basham, CPRE
Director- Parks and Recreation
City of Burleson
817-426-9201
jbasham@

DEPARTMENT MEMO

DEPARTMENT: **Parks and Recreation**

FROM: **Jen Basham**

MEETING: **February 10, 2022**

SUBJECT:

Receive a report, hold a discussion, and provide a recommendation for the naming of the dog park. *(Staff Presenter: Jen Basham, Director - Parks and Recreation)*

SUMMARY:

The City of Burleson approved a policy in 2009 to determine the method for naming public spaces and facilities within the city. The policy creates a method for formal, fair and consistent naming. Guidelines for selecting the name of a city owned property include the following areas:

- Predominant natural features
- Adjoining streets or subdivisions
- Historic or heroic events
- Outstanding individuals
- Public officials
- Benefactors or donors

The approval process for selecting the name of a space is determined based off of who is initiating the request. If the city initiates the requests, the City Manager's office will present a list of potential names to the City Council for approval. If it is the initial naming of the space or facility; naming should occur prior to construction completion. The city or public can request that an existing space be renamed using the same process. If the public would like to request a name they must submit the request in writing to the City Manager.

City staff requested that the naming of the new dog park be placed out to the community for a public vote at the January 3, 2022 City Council meeting. A list of prospective names was placed in a poll for the community to respond to from January 7- January 21, 2022.

Names polled

- Fido Station 2- 4 votes
- The Boneyard-66 votes
- Burleson Bark Park-233 votes

- Barkleson Park-7 votes
- Paws N Play-5 votes
- Write Ins-44

Burleson Bark Park won with 233 of the 359 votes cast.

OPTIONS:

- Recommend naming the dog park, Burleson Bark Park
- Recommend a different name
- Request a new poll

RECOMMENDATION:

Staff recommends naming the dog park, Burleson Bark Park.

FISCAL IMPACT:

NA

Budgeted Y/N: NA

Fund Name: NA

Full Account #:

Amount: NA

STAFF CONTACT:

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

A photograph of four dogs sitting on a brick-paved path in a park. From left to right: a black and white husky, a brown dog, a grey and white dog with its mouth open, and a brown and white dog. A person's hand is visible on the left, holding a leash. The background shows a park with trees, benches, and blue awnings.

Dog Park Naming

Park Board- February 10, 2022

Staff Presenter: Jen Basham, Director of Parks and Recreation

Background

- On January 3, 2022 staff presented the policy for naming public facilities and spaces to council.

Council determined that they would like to poll the community for the naming of the dog park



Poll Results

Poll ran from January 7- January 21
359 votes cast

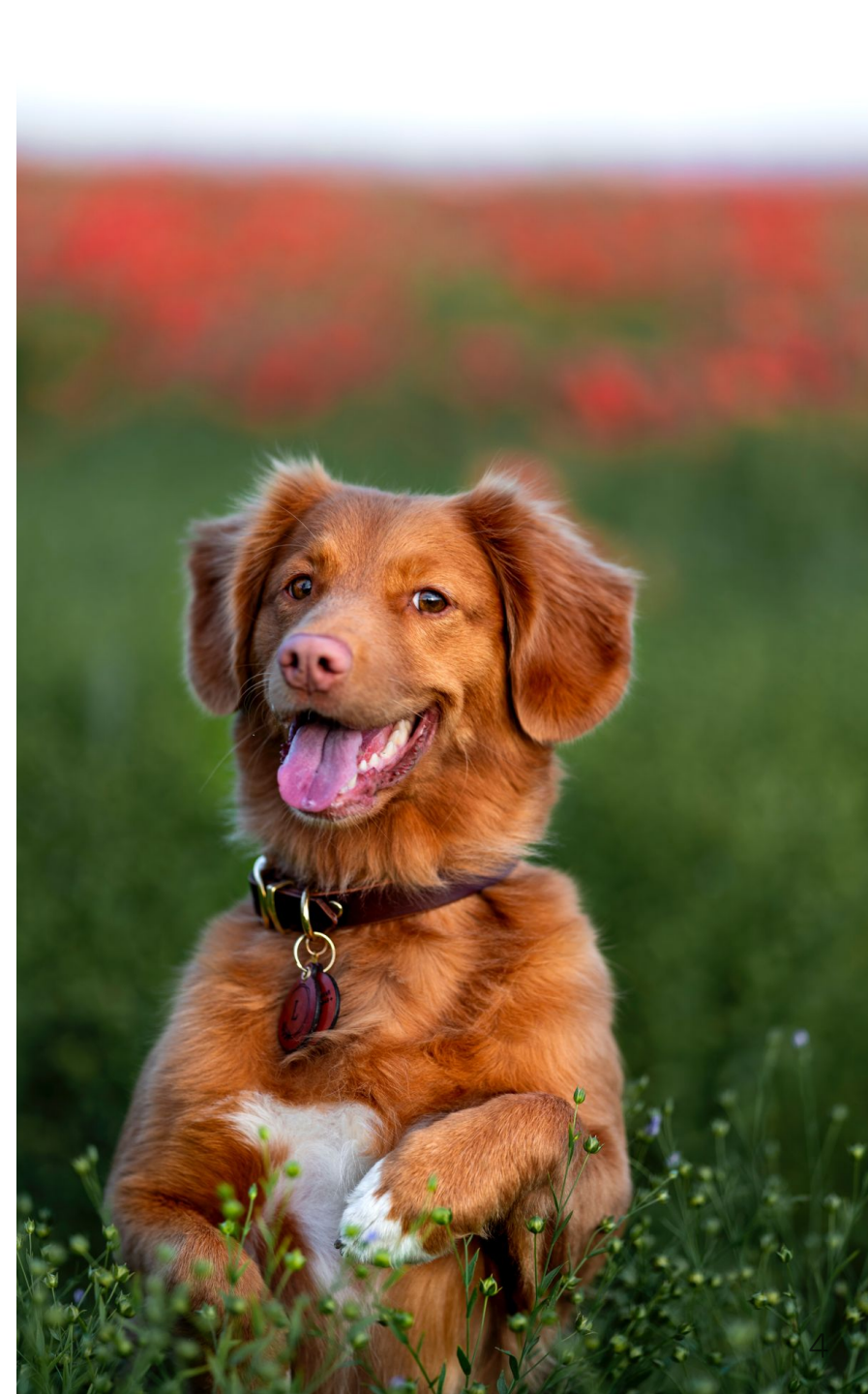
- ① Fido Station 2
4 Votes
- ② Burleson Bark Park
233 Votes
- ③ The Barkyard
66 Votes

- ④ Barkleson Park
7 Votes
- ⑤ Paws N Play
5 Votes
- ⑥ Write-Ins
44 Votes

Highest Votes

Poll ran from January 7- January 21
359 votes cast

- 1 Burleson Bark Park
233 Votes



Recommendations and Feedback

Staff recommendation



Recommend naming the Dog
Park Burleson Bark Park



Recommend a different name



Request new poll

Park Board

5.

TO: Parks Board

FROM: Jen Basham, Director of Parks & Recreation

DATE: 02/10/2022

SUBJECT: Receive a report regarding monthly program, revenue, and project updates. (*Jen Basham, Director- Parks and Recreation*).

Board Action Requested:

Background Information:

Board/Citizen Input:

Attachments

Staff Presentation

Staff Contact:

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

A man in a blue shirt and a young girl in a white and black dress are dancing in a gymnasium. The man is smiling and holding the girl's hand. The girl is looking up at him. The background shows a wooden floor, a wooden door, and a window. A person is standing in the background near a blackboard.

Departmental Updates

Parks Board- February 10, 2022

Rec Special Events



Event Recaps: January Show Up & Show Out / Valentines Events

Estimated 750 people participated in member daily giveaway activity

Special Vendor: InfiniTi Health Clinic – offered discounted B12 shots to members

Distributed 90 new member swag bags

Family Valentine's Dance: 124 registered; Teen Dance: 77 registered



Upcoming Events:

Mardi Crawl (Mardi Gras atmosphere): March 1

Event includes: Crawfish (available for purchase), live music, photobooth, kid's activities, cornhole tournament, and more!

Spring Food Truck Friday: March 11



Rec Programs

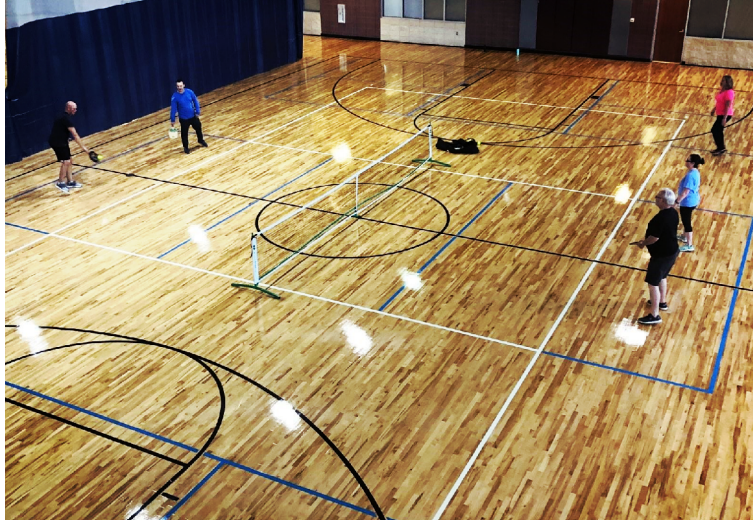


Upcoming Items

Recreation Supervisor (Program & Athletics)
joining Recreation team: Feb. 21

TAAF Regional Basketball Tournament:
Mar. 5-6

Spring Break Program Demo Day in the Plaza
(Summer activities discount available): Mar. 12



Athletic Updates

Monthly Athletics Highlight:

Pickleball (71 participants)

Current leagues in season: Flag Football

Athletic league Spring registration begins:
Feb. 21



Program Updates

Monthly Athletics Highlight:

Dance, Tumbling, and Gymnastics
(51 participants)

Program Spring registration begins:
Feb. 14

Russell Farm Update



• Programming Updates

- Upcoming Program Highlight: Valentine's Strawberry Dipping Workshop (Feb. 12)
- Spring registration will begin Feb. 14
- Fall 2022 painting workshop addition:
- Steve Ross Painting Workshop (Oct. 6-8): partnered with EDC to host painting workshop hosted by the son of Bob Ross.

• Operational

Cheseapeake Partition Project:

Purchase order secured. Project is expected to be complete by March 2022.

Marketing and Community Engagement

Quick Stats as of 2/7:
Facebook Followers -
11,035

Instagram Followers -
1,127

Tik Tok Followers -
154

Constant Contact
Subscribers -
4,894



Parks Highlight of the Week: Interpretive Signs

Reach -4,991; Reactions - 177; 41 Comments;
21 shares



Teen Masquerade Dance

Reach - 5,832; Reactions - 50; Shares - 17
Shares

January High Performing Content



BRiCk - Projects in Progress

- ① Update KidZone - Cabinets are being built, install delayed from winter weather. Should be installed within next two weeks**
- ② Re-caulking around the Indoor Pool - Planning for January 2022**
- ③ Replace furniture on the Indoor Pool Sundeck - Est. delivery March 8, 2022**

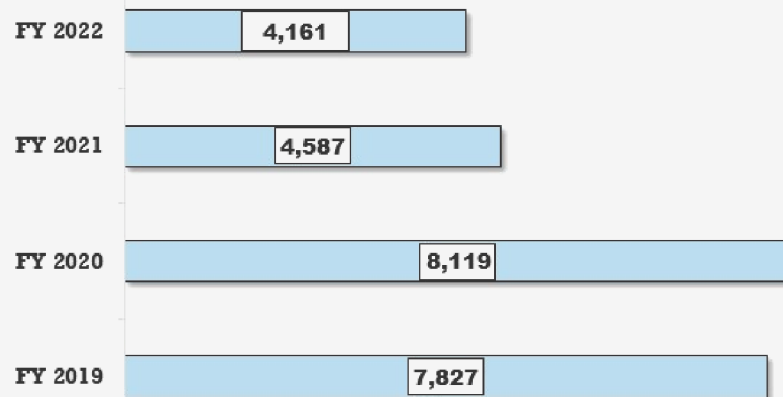


BRiCk - Upcoming Projects

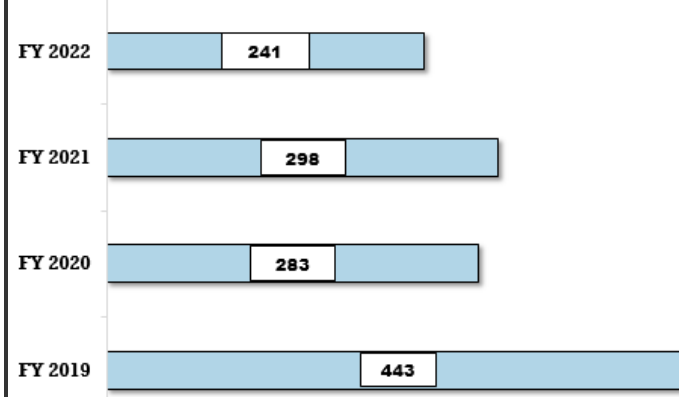
- ① Install way finding signage throughout facility**
- ② Replace partition in Meeting Rooms**
- ③ Replace lockers in locker rooms - new lockers will come with a locking system for daily use.**
- ④ Install all automated features: soap dispensers, auto flush, sinks and & hand dryers**
- ⑤ Gym floor refinishing - February 9 - 11**



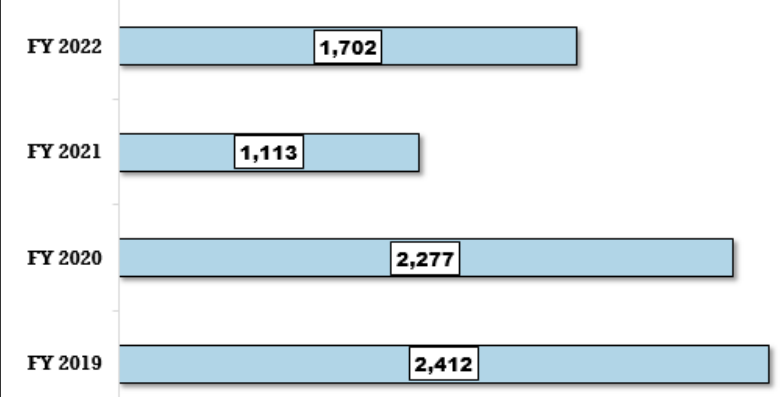
Memberships – January



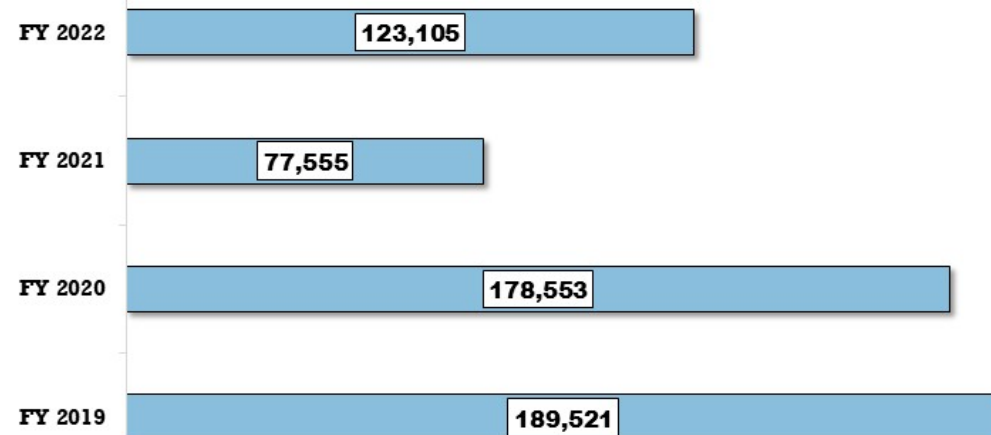
Program Enrollments (includes Russell Farm) - January



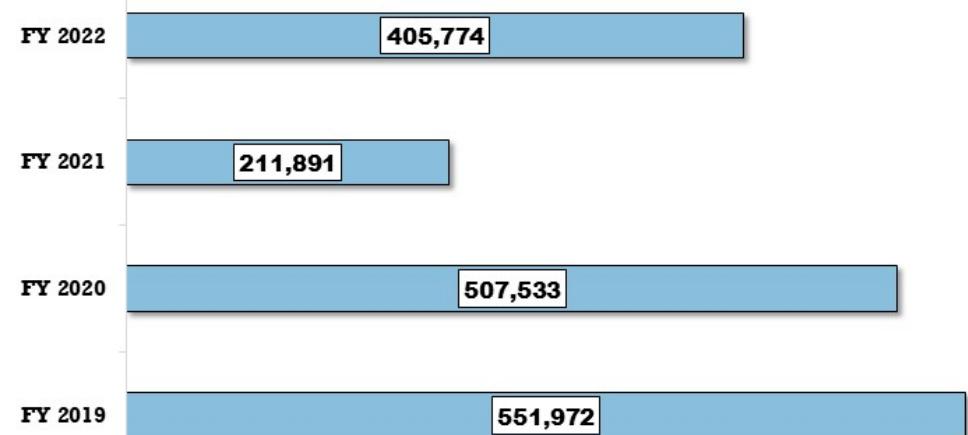
Fitness Class Attendance - January



Revenue - January

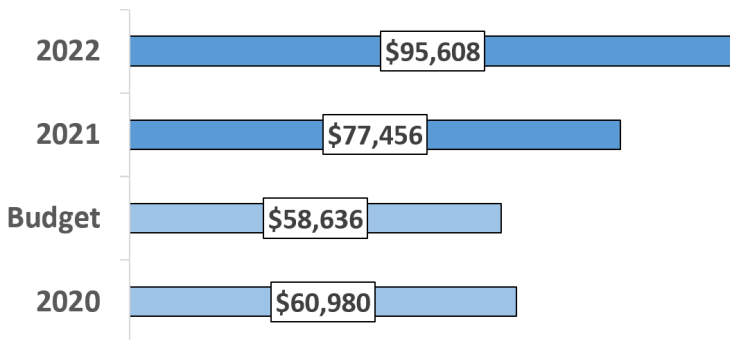


Revenue YTD through January

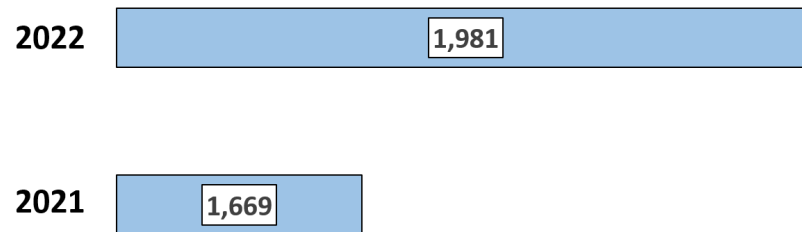


Golf

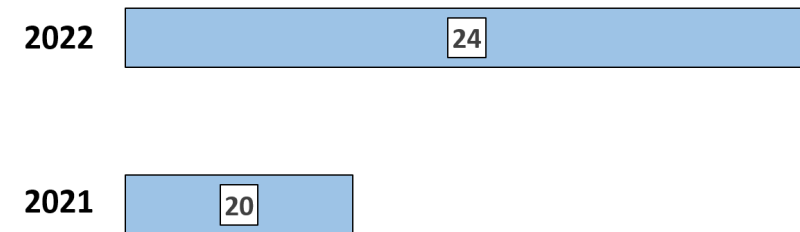
Revenue
January



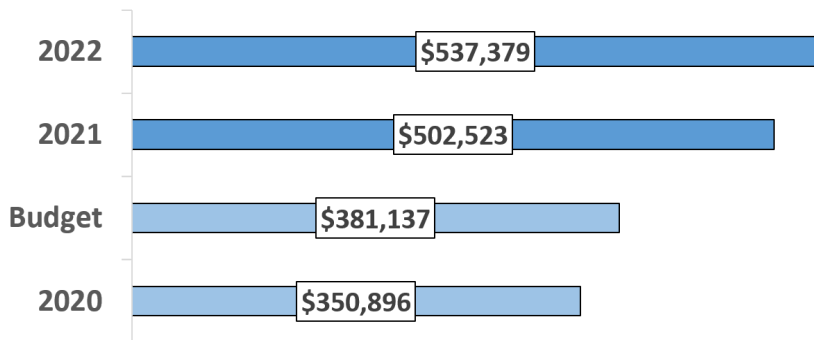
Rounds
January



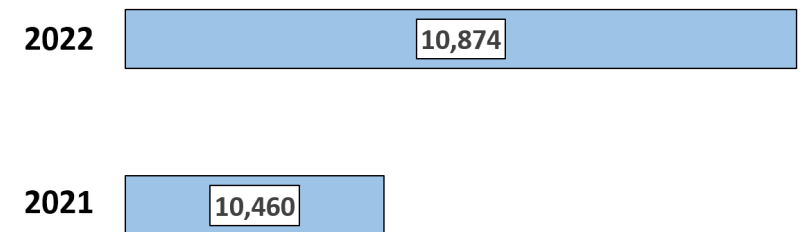
Playable Days
January



Revenue
YTD Oct - January



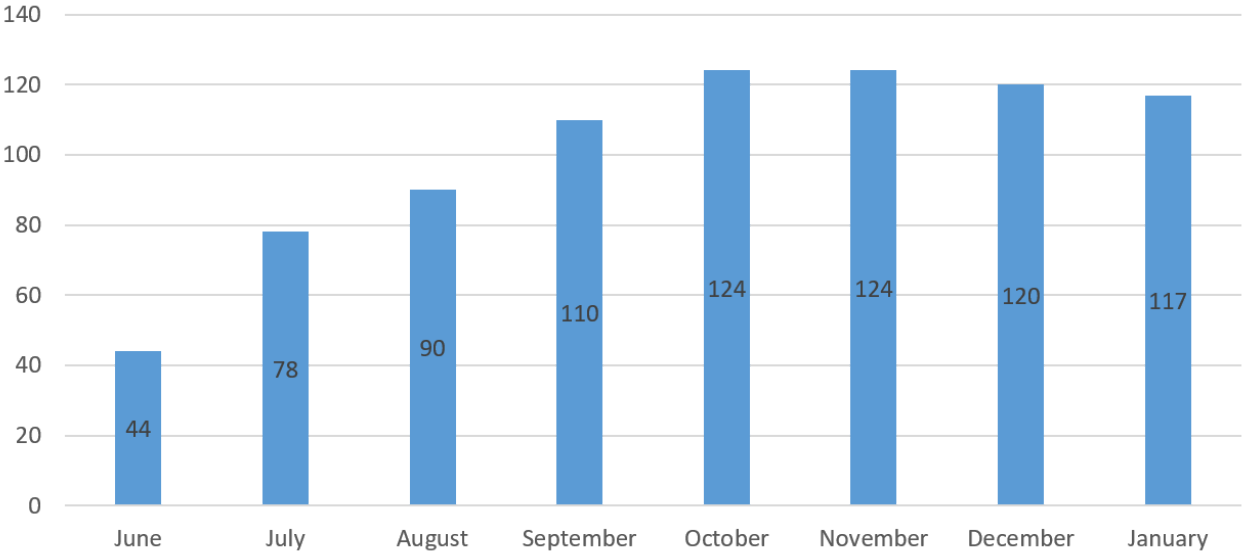
Rounds YTD
Oct - January



Golf - Players Club

117 Total Members as of 1/31

Players Club
June - January





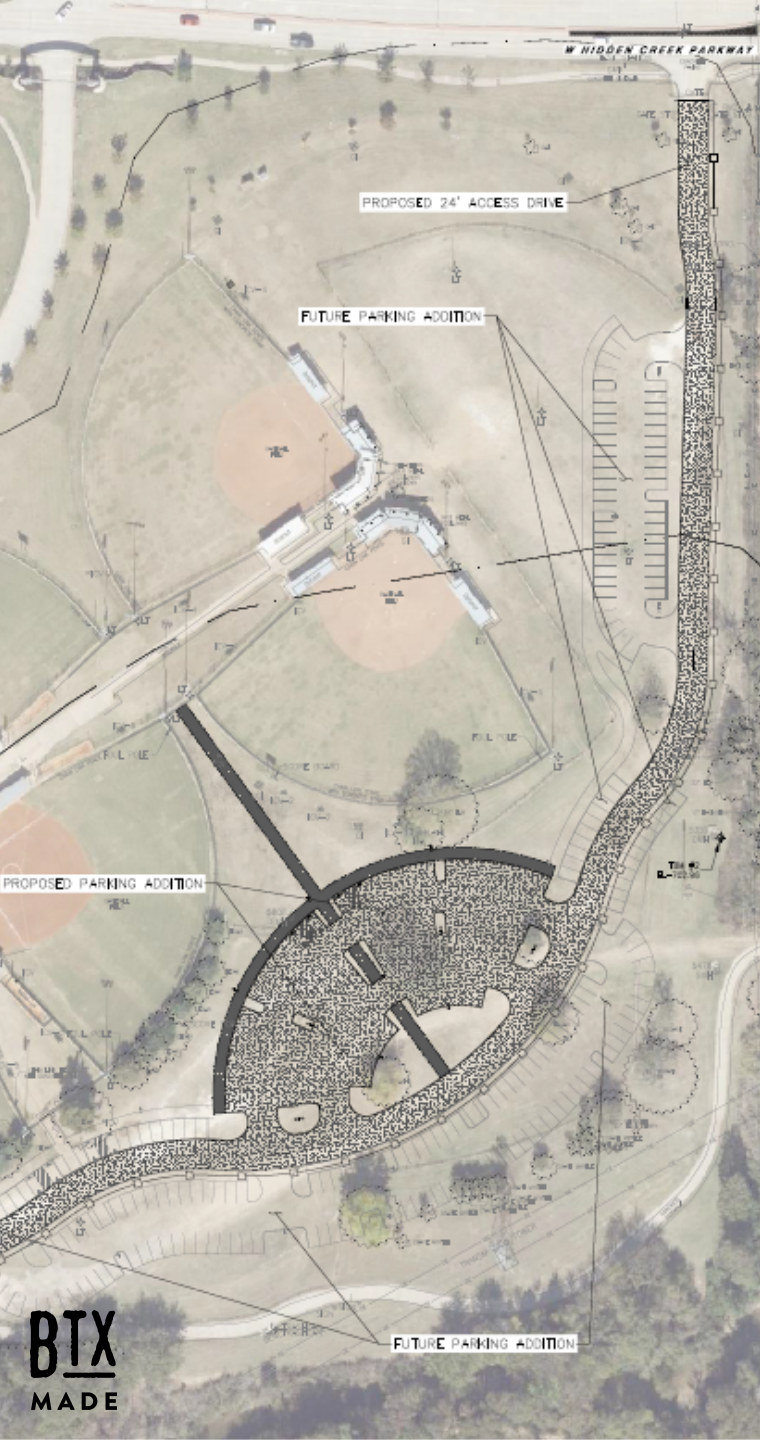
Parks - Capital Project Updates

- **Burleson Bark Park: Ribbon cutting event and opening scheduled for Saturday, February 26**
- **Cemetery Expansion: Forms, grading and foundation work underway.**
- **Splash Pad: Holding tank installation and piers for pavilions complete.**
- **Bailey Lake and Chisenhall Parking Lot Expansions: updated conceptals and OPCC completed. 60% plans underway.**
- **Fire Station 16 Memorial Garden: Construction bids rejected. Landscaping to be done in-house with hardscape and irrigation outsourced.**



Parks - Capital Project Updates (Continued)

- **Shannon Creek - design firm presented January 2022**
- **Cindy - P.O. submitted with expected completion date of Summer 2022**
- **Claudia's - P.O. submitted with expected completion date of Summer 2022**
- **Parks Annex Building -geotech reports complete, engineering studies underway, interior/exterior design substantially complete with expectation to bid March 2022**
- **Prairie Timber - construction contract award scheduled for Council on February 7, 2022**



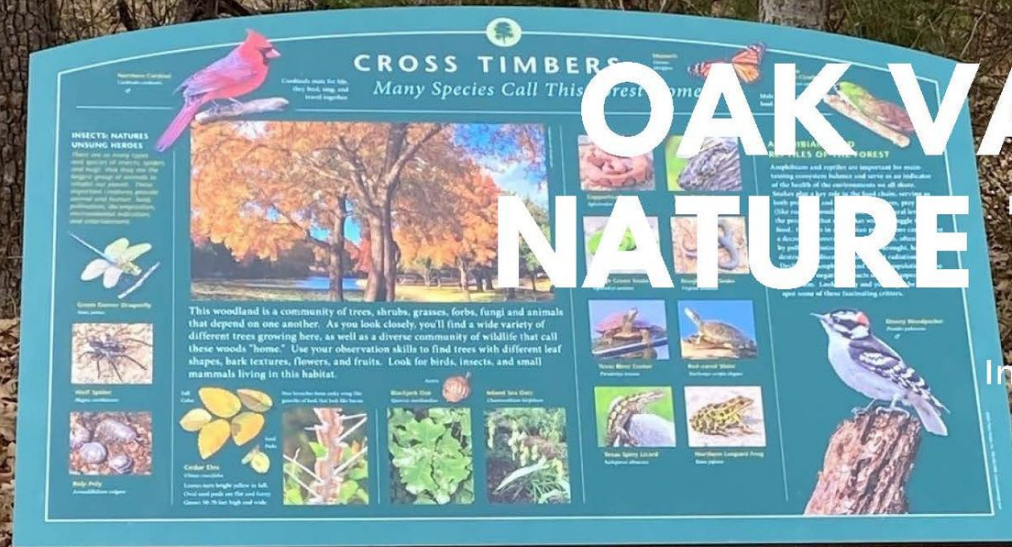
Parks - Capital Project Updates (Continued)

- **Oak Valley South - adding to CIP with OPCC received from consultant.**
- **Oak Valley Nature Trail signage COMPLETE and installed.**
- **Dog Park connector path - COMPLETE**
- **Village Creek Trail - finalization of 60% plans**
- **Mistletoe Hill Park Dam work substantially complete.**

BURLESON PARKS AND RECREATION

OAK VALLEY NATURE TRAIL

Interpretive Signage







General Parks Updates

- **Parks Annex Service Center organization and cleanup**
- **Parks assets and supplies inventory complete**
- **Leaf removals and mulching at various parks**
- **ROW litter removals due high winds and defoliation of vegetation**
- **Parking lot tree removal at BRiCk**
- **Landscape improvements continue at BRiCk**

General Parks Updates

Irrigation Fixes		
	Item/Quantity Fixed	Date Completed
Location: Bailey Lake	Mister head (6), Funny Pipe Elbow (2)	December
Location: Library	Funny Pipe Elbow (1), Mister Head (5), Lateral Line (1), Controller Module (1)	December
Location: Centennial	Tree bubbler (4), Rotor Head (2)	January
Location: Animal Shelter	Rotor head (1)	January
Location: Heberle	Rotor head (2), Capped Line in Mulch (2)	January
Location: Senior Center	Controller box (1), Installed Tree Bubbler for New Tree (1)	January
Location: Pump Station	Controller box (1)	January
Location: Service Center	Mister Head (5), Rotor Head (1)	January
Location: Municipal Court	Mister head (1), Rotor Head (2)	January
Location: Fire Station 1	Mister head (4), Rotor Head (4), Lateral line (1)	January
Location: Brick	Drip line (65), 2" valve (1), Rotor Head (4), Swing Joint (4), Capped line (1), Mister Head (2), Funny Pipe Elbow (4), Capped Bubbler (1), Tree Bubbler (2)	January

General Parks Updates

Warren Park

- Painting restrooms
- Repairing restroom fixtures
- Anchoring tables and clearing ADA access
- Dead tree removal
- Stump grinding
- Comprehensive tree pruning
- Fence removal
- Installing new swing area border
- Standardizing waste receptacles





Feedback?



City of Burleson

Parks Board

BRiCk Conference Room
550 NW Summercrest Blvd
Burleson, TX 76028

AGENDA INFORMATION SHEET

DEPARTMENT: Parks & Rec

DATE: 02/10/2022

Subject:

Community Announcements:
Attached

Attachments

Community Announcements

Respectfully submitted:

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

RECREATION PROGRAMS CALENDAR

2022

FEBRUARY

**GROUP X
FITNESS
CLASSES
NOT
INCLUDED**

SUN	MON	TUE	WED	THU	FRI	SAT
		1 CO-ED Volleyball Homeschool PE Tap & Dance Tae Kwon Do	2 Kid's Fit Factory Sporties for shorties	3 Flag Football Tae Kwon Do Tap & Dance Homeschool PE	4 Mommy and Me Breakfast Pickleball 6PM - 9:00PM	5 Valentine's Event Pickleball 7:30a-12p
6	7 Kid's Fit Factory Sporties for shorties Women's Self Defense	8 Homeschool PE Tap & Dance Tae Kwon Do	9 Kid's Fit Factory Sporties for shorties Pickleball 6PM - 9PM	10 Flag Football Tae Kwon Do Homeschool PE Tap & Dance	11 Mommy and Me Breakfast Pickleball 6PM - 9:00PM	12 Sweets for your Sweetie Pickleball 7:30a-12p
13	14 Kid's Fit Factory Sporties for shorties	15 Tae Kwon Do Tap & Dance Homeschool PE	16 Kid's Fit Factory Sporties for shorties Pickleball 6PM - 9PM	17 Tae Kwon Do Homeschool PE Tap & Dance	18 Parents Day Out Parents Night Out Mommy and Me Breakfast Pickleball 6PM - 9:00PM	19 Pickleball 7:30a-12p
20	21 School Break Camp Kid's Fit Factory Sporties for shorties	22 Tap & Dance Tae Kwon Do Homeschool PE	23 Sporties for shorties Kid's Fit Factory Pickleball 6PM - 9PM	24 Tae Kwon Do Homeschool PE Tap & Dance	25 Mommy and Me Breakfast Pickleball 6PM - 9:00PM	26 Pickleball 7:30a-12p
27	28 Sporties for shorties					